

# **OCCUPATIONAL OUTLOOK REPORT**

***Bindery Machine Operators***

***Bio-Technology Research Assistants***

***Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers***

***Brick Masons***

***Cashiers***

***Cooks - Restaurant***

***Dental Assistants***

***Dental Laboratory Technicians-Precision***

***Food Preparation Workers***

***Gardeners, Groundskeepers - Except Maids and Housekeeping Cleaners***

***Maintenance Repairers - General Utility***

***Office Machine and Cash Register Servicers***

***Plasterers and Stucco Masons***

***Receptionists and Information Clerks***

***Tapers***

***Teachers - Elementary School***

***Truck Drivers, Light - Include Delivery and Route Workers***

**COUNTY OF SAN MATEO**  
**1995**

# ***1995 Occupational Outlook***

## **San Mateo County**

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**A Product of:**



**Sponsored by:**

*Private Industry Council of San Mateo County a part of the  
Job Training & Economic Development Division (JTED)  
California Employment Development Department  
California Occupational Information Coordinating Committee*

**For more information:**

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# ACKNOWLEDGEMENTS

## **The Employers**

*Who took their valuable time to answer 309 surveys.*

### **Private Industry Council (PIC) of San Mateo County *a part of the* Job Training and Economic Development Division (JTED)**

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*Bill Demestihis, Executive Director*

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## **Other Resources**

*Representatives of labor unions, training providers, schools and colleges, trade and professional associations, and state agencies who shared their expertise and provided us with additional occupational information.*

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# P R E F A C E

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San Mateo County's population and economy have changed significantly over the past twenty years and will continue to undergo dynamic changes in the future. The economy has shifted in emphasis from its traditional strengths in manufacturing and construction to a greater dependency upon services and trade. These economic changes have had a significant impact upon the types of jobs available in San Mateo County and the skills needed to obtain employment. The shift to a service-oriented, ***"information based"*** economy has increased the requirement for good communication, interpersonal, and problem solving skills among new entrants to the labor force. These new workers must be prepared to work in occupations that require the ability to adapt to changing skill requirements and job demands.

These economic and labor market changes create the need for ongoing analysis of the growth or decline of employment in different occupations, the changing skill requirements of employers, and the training and work experience required for employment. The California Cooperative Occupational Information System (CCOIS) was designed to provide this ongoing analysis of the San Mateo County labor market and present it in a format that is most useful to a variety of users.

This report is divided into several parts:

<b>INTRODUCTION</b>	Provides an overview of the study.
<b>BACKGROUND</b>	Provides the evolution of labor market information in San Mateo County.
<b>PROGRAM METHODOLOGY</b>	Provides information on the 10 major phases on how the research was done.
<b>QUICK REFERENCE</b>	Provides summary data of current and previously studied occupations.
<b>EASY REFERENCE GUIDE TO THE OCCUPATIONAL SUMMARIES</b>	Provides information on terminology definitions that are essential for the reader to understand the Occupational Summaries.
<b>OCCUPATIONAL SUMMARIES</b>	Provides detailed information on the <b>22 occupations studied in 1995</b> . A wealth of information ranging from skills, training and education levels required, to wages and benefits paid, can be found in this section for a variety of occupations.
<b>APPENDIX</b>	Provides a list of over 180 occupations which have been previously studied in San Mateo County (1988-1994). This list does not include occupations which were studied in 1995. Also in this section is a copy of the survey questionnaire that was used.

We have arranged the format in a way that is easy to understand and use. However, the reader is ***urged to review the introductory sections carefully*** as it is important to develop a familiarity with the terminology and coding systems utilized in this report if the reader is to make best use of the information presented.

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General Office Clerks

Guards and Watch Guards

Hand Packers and Packagers

Hotel Desk Clerks

Janitors and Cleaners - Except Maids and Housekeeping Cleaners

Maintenance Repairers - General Utility

Office Machine and Cash Register Servicers

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Sample Questionnaire

Previously Studied Occupations

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# I N T R O D U C T I O N

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This ***1995 OCCUPATIONAL OUTLOOK*** for San Mateo County, is the official local report of the California Cooperative Occupational Information System (**CCOIS**). The CCOIS is funded and administered by the State of California Employment Development Department (**EDD**), Labor Market Information Division (**LMI**) and the California Occupational Information Coordinating Committee (**COICC**). It is locally implemented by the Private Industry Council (**PIC**) of San Mateo County a part of the Job Training and Economic Development Division (**JTED**). The CCOIS was formerly called the State/Local Cooperative Labor Market Information (**LMI**) Program. This program operates statewide to provide occupational information on jobs at the local level. The data is collected and analyzed under the EDD established standards to foster uniformity of data throughout the state.

The information in this report has been gathered, analyzed and distributed with the intention of being used by a variety of organizations and individuals for a wide range of purposes. The six major uses of the CCOIS report are listed below.



## ***HUMAN RESOURCE MANAGEMENT***

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.



## ***CAREER DECISIONS***

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, degree of labor market demand, different work patterns and major sources of employment.



## ***PROGRAM MARKETING***

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.



## ***PROGRAM PLANNING***

This report provides local planners and administrators with employment, training, and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.



## ***ECONOMIC DEVELOPMENT***

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size and projected job growth rates and wages useful in determining the potential for business growth and development in San Mateo County.



## ***CURRICULUM DESIGN***

Training providers can use information about employer's requirements regarding the type of skills training they expect new employees to receive from vocational training programs.

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# B A C K G R O U N D

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Historically, collecting and distributing labor market information was the sole responsibility of the regional Employment Development Department (**EDD**) offices. With the inception of the State/Local Cooperative Labor Market Information (**LMI**) Program in 1986, it was shifted to the local level. Thus, a partnership was formed between the County of San Mateo Job Training and Economic Development Division (**JTED**) and the California Employment Development Department Labor Market Information Division (**LMID**).

There were two primary factors that led to the development of this partnership. The first was the need to provide more data in a cost effective and non-duplicative manner. The demand for labor market information had increased at the same time that government resources were dwindling. The fact that the roles of State and local agencies were clearly defined, coupled with the use of automated systems and standardized procedures, led to a coordinated collection of labor market information, avoiding duplication of efforts.

The second factor contributing to the formation of the partnership was the desire to better meet the varied needs of local users and to distribute the information more effectively. An Advisory Group comprised of representatives of the various members of the employment, training and private sector communities provided the rationale for selecting the occupations to be studied. As the program has evolved, the importance of local participation in the occupation selection process and recognition of what kinds of information are useful to the local users, has increased users confidence in the data collected and subsequently ensured wider distribution and use of the information.

In 1986, San Mateo County was selected as a pilot site for the CCOIS Program and has been a local partner ever since, gathering information on the skills, training and education levels required for entry level jobs, wage ranges and the degree of difficulty employers encountered in finding both inexperienced and experienced applicants for approximately 25 specific occupations each year.



## A SPECIAL MESSAGE FOR READERS AND USERS



*The County of San Mateo Job Training and Economic Development Division (JTED) and the State of California Employment Development Department-Labor Market Information Division (LMID) have made a substantial effort to ensure the accuracy of the information contained in this report. We are committed to high standards of research and to high quality labor market information for local users. However, the data is collected by survey from local employers and training providers and no attempt is made to verify the accuracy of data that is supplied. Labor market information research is also not a precise science and may be impacted by a variety of factors in a short period of time. The data must be viewed like a photograph which captures one view of reality at a specific point in time. Therefore, the data should be used with care.*

*While recognizing the above stated limitations, we encourage you to approach the data with confidence due to the commitment to quality and years of research experience that are provided by the local and state CCOIS staff.*

*Any questions regarding the data contained in this report or recognition of errors or omissions should be brought to the attention of the JTED LMI Unit at (415) 802-5194.*

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# PROGRAM

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# METHODOLOGY

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<b>#1 OCCUPATIONAL PROJECTIONS</b>	EDD supplied JTED with Occupational Forecast Tables. These tables included the 1992 estimated size, 7 year projected growth and major employing industries.
<b>#2 OCCUPATIONAL SELECTION</b>	An advisory group selected the occupations to be studied. Based on input from the Advisory Group, occupations are dropped and others are added to the final list of occupations to be studied.
<b>#3 QUESTIONNAIRE DESIGN</b>	Separate questionnaires are developed for each of the occupations. EDD produces a framework of employer questions. Most questions are asked for all occupations and some are only asked for a given occupation. Local questions are developed by JTED staff and added to each questionnaire, when appropriate.
<b>#4 SAMPLE SELECTION</b>	An automated sample of names and local addresses was produced. The sample list was representative of all the firms which employ workers in a specific occupation.
<b>#5 SURVEY OPERATION</b>	Employers from the automated sample were asked to complete the survey questionnaire by phone, FAX or mail. Surveys were coded for data entry.
<b>#6 DATA ENTRY</b>	The data from the questionnaires was entered into a data management system supplied by EDD.
<b>#7 DATA TABULATION</b>	JTED tabulated the survey responses in a series of information tables that were then used for analysis and report writing.
<b>#8 WRITTEN ANALYSIS</b>	JTED analyzed the summarized tables data and produced a final draft report for EDD to review.
<b>#9 REVIEW FOR ACCURACY</b>	EDD reviewed the report for accuracy and quality. Once approved, JTED was given permission to publish the report.
<b>#10 PUBLICATION &amp; DISTRIBUTION OF THE REPORT</b>	The responsibility of disseminating this information is shared by EDD and JTED. JTED publishes and distributes the results. EDD incorporates parts of the report into their Occupational Guides and Projections and Planning Information reports (available for a fee through EDD/LMID offices in Sacramento).



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# EASY REFERENCE GUIDE TO THE OCCUPATIONAL SUMMARIES

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## L OCCUPATIONAL TITLE [CLASSIFICATION SYSTEM]

The occupational titles and definitions are taken directly from the Occupational Employment Statistics (OES) or the Dictionary of Occupational Titles (DOT) occupational classification system. The DOT uses a more detailed classification system than does the OES system. However, each OES defined occupation can be matched to a number of related DOT defined occupations by using the OES to DOT Conversion Table (available from EDD/LMID).

## L OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

EDD/LMID provided a skills list for each occupation. These skills were rated by employers according to their importance for job entry on a four point scale with 0 being "Not Important" and 3 being "Very Important". Only responses that had a rating of 2 or greater are listed here for the following categories: **Technical Skills, Physical Abilities, Personal or Other Skills, Basic Skills.**

The reader should realize that although these skills have been designated as being of limited importance, some employers look for new employees with skills listed in this category. These limited skills may be necessary for a particular specialization in the occupation or may help the job seeker to be more competitive.

## L TRAINING, EDUCATION & EXPERIENCE

Employers were asked what level of education and training most of the recently hired employees had. Education refers to academic education such as that provided in high schools, community colleges and universities. Training generally refers to vocational training such as Regional Occupational Programs (ROPs), adult education, private vocational schools, state approved apprenticeship programs and community college vocational training programs. The amount of experience required by employers is stated in this section. If training is an acceptable substitute for work experience, that is also noted.

When reference is made to Most, Many, or Some, the following definitions apply:

- "Most employers" = 51% or more
- "Many employers" = 36% to 50%
- "Some employers" = 10% to 35%

## L SUPPLY & DEMAND ASSESSMENT

Supply & Demand refers to the relative difficulty that surveyed employers experience in finding both inexperienced and experienced workers who meet their hiring standards. The following terms are used in assessing employee outlook (supply) and employer hiring (demand): **Very Difficult:** Employer demand is considerably greater than supply of qualified applicants, **outlook very good.** **Somewhat Difficult:** The employer demand for and supply of qualified applicants are generally in balance, **outlook good.** **A Little Difficult:** The supply of qualified workers is somewhat larger than the demand for qualified applicants, **outlook competitive.** **Not Difficult:** The supply of qualified applicants is considerably greater than the demand, **outlook very competitive.**

## L EMPLOYMENT STATISTICS & TRENDS

- < **Occupation size:** The size of an occupation is determined by the estimated total number of employees in an occupation. For San Mateo County the following scale is used to designate occupational size by number of employees. **Small:** 468 or less, **Medium:** 469-908, **Large:** 909-1933 and **Very Large:** 1934 or more.
- < **Projected new jobs:** This section presents the number of job opportunities resulting from the creation of new jobs.
- < **Openings due to separations:** This section shows job opportunities that are created by workers leaving the occupation.

- < **Occupational growth:** San Mateo County's overall average growth rate for the period of 1992-1998 is 6.9% as projected by EDD/LMID's Projections of Employment. These rates take into account such factors as separations from the labor market, turnover and job growth. The following is the scale that is used for this section: **Much faster than average:** 10.4% or above, **Faster than average:** 7.6% - 10.3%, **Average:** 6.3% - 7.5%, **Slower than average:** 1.0% - 6.2%, **Stable:** 0% and **Decline:** Negative percentage.

## L WHERE THE JOBS ARE

This section identifies the major sources of employment for the occupation, ranked by total percentage of the occupation's employment. The industry titles are from the Standard Industrial Classification (SIC) as used in the 1992-1998 Occupational Forecast Tables supplied by EDD/LMID.

## L HOURLY WAGES: LOW, HIGH & MEDIAN (WINTER 1995/96)

The season and year the data were collected are noted in parentheses. The wages are reported on an hourly basis in most instances. Extreme wage responses, not representative of most employers, are omitted. The wages reported are representative of the employers surveyed. When more than 20% of the employers are unionized, the wages are broken out for both union and non-union. Non-union wages are rounded off to the nearest \$0.25 while the union wages are the exact salaries reported. The median wages are not rounded off. Wage data results, including the range and the median, are reported for three occupational levels, defined as follows, where applicable:

- < **New Hires, No Experience:** Persons trained or otherwise qualified, but without any paid experience in the occupation.
- < **New Hires, Experienced:** Experienced persons, or persons at the journey level (if applicable), but just starting with the firm.
- < **Three Years With Firm:** Persons at the journey level (if applicable) or 3 years of experience with the same employer in the occupation.

## L WORK PATTERNS

This section provides the average hourly workweek and opportunities for full-time and part-time (if applicable) work.

## L HIRING PRACTICES

This section provides the hiring practices selected as a primary means by local employers. Percentages only represent responses from surveyed employers.

## L FRINGE BENEFITS

The types of fringe benefits employers provided to their employees in the occupation are presented. The percentage of employers offering each type of benefit to full-time and part-time workers are also presented.

## L ADDITIONAL INFORMATION

- < **EDD California Occupational Guide:** When one exists for an occupation, a California Occupational Guide number is identified for further research. When there is no Guide number available, "Not available" is noted here. EDD prepares these guides.
- < **Number of firms:** This number indicates how many firms were surveyed for this occupation.
- < **Unionization:** This section provides the degree of unionization based on the percent of employees that were unionized. **Low** = 0% - 24%, **Medium** = 25% - 49%, **High** = 50% or more.
- < **Career ladder:** The narration show possible promotional opportunities. Promotional opportunities may require additional training, education and/or certification/registration or licensing. When available or applicable, this information is also noted. Information from this section is extracted from both the survey and the California Occupational Guides.

# Q U I C K R E F E R E N C E

Wage and Supply/Demand data are based on the survey year for each occupation, while Occupational Size and Employment Trends are based on current EDD Projections. When no information is available, N/A is noted.

## QUICK REFERENCE

Occupation, Year Surveyed, Size and Growth Trend	Hourly Wage Range (Last Year Surveyed)	Supply/Demand Assessment (Year Surveyed)
<b>ACCOUNTANTS AND AUDITORS, 1992</b> Size of Occupation: Very Large Employment Trend: 👍👍	New Hires, No Experience: \$6.50 - 19.00 New Hires, Experience: \$8.00 - 32.75 Three Years With Firm: \$9.00 - 48.50	UUU UU
<b>ADJUSTMENT CLERKS, 1993</b> Size of Occupation: Large Employment Trend: 👍👍	New Hires, No Experience: \$4.25 - 12.50 New Hires, Experience: \$5.25 - 12.50 Three Years With Firm: \$6.00 - 13.25	UUUU UUU
<b>ADMINISTRATIVE SERVICES MANAGERS, 1994</b> Size of Occupation: Large Employment Trend: 👍👍👍	New Hires, No Experience: \$11.00 - 18.25 New Hires, Experience: \$12.00 - 30.00 Three Years With Firm: \$15.50 - 36.00	UUU UUUU
<b>AIRCRAFT MECHANICS (TECHNICIAN), 1990</b> Size of Occupation: Very Large Employment Trend: 👍👍👍	New Hires, No Experience: \$6.00 - 15.00 New Hires, Experience: \$9.00 - 15.50 Three Years With Firm: \$14.50 - 18.00	UU N/A
<b>ANIMAL CARETAKERS-EXCEPT FARM, 1993</b> Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$4.25 - 10.00 New Hires, Experience: \$5.00 - 11.50 Three Years With Firm: \$6.00 - 15.00	UUU UU
<b>APPRAISERS-REAL ESTATE, 1993</b> Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$12.00 - 15.50 New Hires, Experience: \$14.00 - 17.50 Three Years With Firm: \$16.75 - 24.25	UUU UUU
<b>ARTISTS AND RELATED WORKERS, 1991</b> Size of Occupation: Small Employment Trend: 👍👍👍	New Hires, No Experience: \$7.00 - 15.50 New Hires, Experience: \$7.00 - 15.50 Three Years With Firm: \$12.00 - 20.00	UUU U

## QUICK REFERENCE

<b>ASBESTOS REMOVERS, 1992</b> Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: N/A New Hires, Experience: \$8.00 - 12.50 Three Years With Firm: \$12.00 - 17.00	N/A N/A
<b>AUTOMOTIVE MECHANICS, 1991</b> Size of Occupation: Large Employment Trend: 👍	New Hires, No Experience: \$8.00 - 10.00 New Hires, Experience: \$10.00 - 16.00 Three Years With Firm: \$14.00 - 20.00	UUU U
<b>AUTOMOTIVE BODY AND RELATED REPAIRERS, 1987, 1992, 1994</b> Size of Occupation: Medium Employment Trend: 👍	New Hires, No Experience: \$5.00 - 12.00 New Hires, Experience: \$8.00 - 21.57 Three Years With Firm: \$15.00 - 25.75	UU UU
<b>BAKERS-BREAD AND PASTRY, 1990</b> Size of Occupation: Small Employment Trend: 👍👍👍	New Hires, No Experience: \$4.25 - 6.00 New Hires, Experience: \$4.75 - 8.50 Three Years With Firm: \$6.50 - 13.00	UU U
<b>BILL AND ACCOUNT COLLECTORS, 1990</b> Size of Occupation: Medium Employment Trend: 👍👍👍	New Hires, No Experience: \$5.25 - 10.50 New Hires, Experience: \$6.50 - 13.25 Three Years With Firm: \$7.00 - 15.75	UUU UU

### Employment Trend/Growth & Size of Occupation

(Source: 1992-98 EDD Occupational Projections)

EMPLOYMENT TRENDS	SIZE OF OCCUPATION
Much faster than average = 👍👍👍👍	Small = 468 or less
Faster than average = 👍👍👍	Medium = 469 - 908
Average = 👍👍	Large = 909 - 1933
Slower than average = 👍	Very Large = 1934 or more
Stable = 🤖	
Decline = Not Available	
N/A =	

### Supply/Demand Assessment - (Based on year surveyed)

Degree of difficulty employers indicated in finding inexperienced and experienced applicants/corresponding outlook for job seekers.

SUPPLY	DEMAND
Great Difficult -----U-----	Very Good
Somewhat Difficult ----UU----	Good
A Little Difficult ---UUU---	Competitive
Not Difficult --UUUU--	Very Competitive
N/A = Not Available	

## QUICK REFERENCE

<b>BILLING, COST, AND RATE CLERKS, 1991</b> Size of Occupation: Large Employment Trend: 👍	New Hires, No Experience: \$6.00 - 11.50 New Hires, Experience: \$7.00 - 13.50 Three Years With Firm: N/A	UUU UU
<b>BINDERY MACHINE OPERATORS, 1995</b> Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$5.00 - 9.00 New Hires, Experience: \$6.00 - 22.00 Three Years With Firm: \$9.00 - 24.00	UUU UUU
<b>BIO-TECHNOLOGY RESEARCH ASSISTANTS, 1995</b> Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$5.75 - 14.00 New Hires, Experience: \$8.75 - 17.75 Three Years With Firm: \$11.50 - 31.25	UUU UUU
<b>BIOLOGICAL, AGRICULTURAL, AND FOOD TECHNICIANS AND TECHNOLOGISTS-EXCEPT HEALTH, 1993</b> Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$9.00 - 15.00 New Hires, Experience: \$11.00 - 16.00 Three Years With Firm: \$12.00 - 19.75	UUU UU
<b>BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS, 1991, 1995</b> Size of Occupation: Very Large Employment Trend: 👍	New Hires, No Experience: \$7.00 - 14.50 New Hires, Experience: \$9.75 - 16.75 Three Years With Firm: \$10.00 - 19.25	UUU UUU
<b>BRICK MASONS, 1995</b> Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$9.00 - 10.34 New Hires, Experience: \$12.00 - 30.00 Three Years With Firm: \$20.00 - 38.00	UUU UU
<b>BROKERAGE CLERKS, 1992</b> Size of Occupation: Small Employment Trend: 👍	New Hires, No Experience: \$8.75 - 11.75 New Hires, Experience: \$8.75 - 19.50 Three Years With Firm: \$10.50 - 21.50	UU UU
<b>BUS DRIVERS, 1990</b> Size of Occupation: Medium Employment Trend: 👍	New Hires, No Experience: \$7.00 - 11.50 New Hires, Experience: \$7.00 - 11.50 Three Years With Firm: \$7.75 - 15.25	UUU UU

## QUICK REFERENCE

<b>BUS AND TRUCK MECHANICS, AND DIESEL ENGINE SPECIALISTS, 1989, 1994</b> Size of Occupation: Small Employment Trend: 👍👍	New Hires, No Experience: \$12.00 - 17.50 New Hires, Experience: \$12.00 - 19.50 Three Years With Firm: \$15.00 - 21.50	UUU UUU
<b>BUTCHERS AND MEAT CUTTERS, 1989</b> Size of Occupation: Medium Employment Trend: 🖐️	New Hires, No Experience: \$6.00 - 10.00 New Hires, Experience: \$9.00 - 13.50 Three Years With Firm: \$10.00 - 17.00	UUU UUU
<b>CARPENTERS, 1990</b> Size of Occupation: Large Employment Trend: 👍👍	New Hires, No Experience: \$9.00 - 18.00 New Hires, Experience: \$10.00 - 20.00 Three Years With Firm: \$14.00 - 23.00	UUU UU
<b>CARPET CUTTERS, DIAGRAMMERS, AND SEAMERS, 1992</b> Size of Occupation: Medium Employment Trend: 👍👍👍	New Hires, No Experience: N/A New Hires, Experience: \$6.00 - 36.25 Three Years With Firm: \$7.75 - 60.00	N/A UU
<b>CARPET INSTALLERS, 1992</b> Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$8.50 - 8.50 New Hires, Experience: \$8.75 - 50.00 Three Years With Firm: \$14.50 - 100.00	UUUU UU

### Employment Trend/Growth & Size of Occupation

(Source: 1992-98 EDD Occupational Projections)

EMPLOYMENT TRENDS	SIZE OF OCCUPATION
Much faster than average = 🖐️🖐️🖐️	Small = 468 or less
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Stable = 🖐️	
Decline = Not Available	
N/A =	

### Supply/Demand Assessment - (Based on year surveyed)

Degree of difficulty employers indicated in finding inexperienced and experienced applicants/corresponding outlook for job seekers.

SUPPLY	DEMAND
Great Difficult -----U-----	Very Good
Somewhat Difficult ----UU----	Good
A Little Difficult ---UUU---	Competitive
Not Difficult --UUUU--	Very Competitive
N/A = Not Available	

## QUICK REFERENCE

<b>CASHIERS, 1988, 1992, 1995</b> Size of Occupation: Very Large Employment Trend: 👍👍👍	New Hires, No Experience: \$4.25 - 10.00 New Hires, Experience: \$5.00 - 12.00 Three Years With Firm: \$6.00 - 15.84	UUU UUU
<b>CENTRAL OFFICE AND PBX INSTALLERS AND REPAIRERS, 1992</b> Size of Occupation: N/A Employment Trend N/A	New Hires, No Experience: \$6.50 - 10.00 New Hires, Experience: \$6.50 - 16.25 Three Years With Firm: \$7.50 - 18.00	UUU UU
<b>CHILD CARE WORKERS, 1992</b> Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$4.25 - 7.00 New Hires, Experience: \$4.50 - 12.75 Three Years With Firm: \$4.75 - 14.75	UUU UUUU
<b>COMPUTER ENGINEERS, 1994</b> Size of Occupation: Medium Employment Trend: 👍👍👍👍	New Hires, No Experience: \$14.50 - 20.00 New Hires, Experience: \$15.00 - 40.00 Three Years With Firm: \$19.50 - 50.00	UU UUU
<b>COMPUTER OPERATORS, 1987, 1992</b> Size of Occupation: Medium Employment Trend: 👍	New Hires, No Experience: \$6.75 - 11.75 New Hires, Experience: \$7.50 - 14.50 Three Years With Firm: \$7.50 - 18.50	UUU UU
<b>COMPUTER PROGRAMMERS, 1990</b> Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$9.25 - 14.50 New Hires, Experience: \$11.25 - 26.75 Three Years With Firm: \$12.25 - 38.75	N/A UU
<b>CONCRETE AND TERRAZZO FINISHERS, 1993</b> Size of Occupation: Small Employment Trend: 👍	New Hires, No Experience: \$10.00 - 20.00 New Hires, Experience: \$10.00 - 23.25 Three Years With Firm: \$15.00 - 27.50	UUU UUU
<b>COOKS-INSTITUTION OR CAFETERIA, 1992</b> Size of Occupation: Medium Employment Trend: 👍	New Hires, No Experience: \$4.25 - 8.25 New Hires, Experience: \$5.25 - 11.50 Three Years With Firm: \$5.75 - 12.50	UUU UU



## QUICK REFERENCE

<b>COOKS-RESTAURANT, 1995</b> Size of Occupation: Large Employment Trend: 🍷🍷🍷	New Hires, No Experience: \$5.00 - 12.00 New Hires, Experience: \$5.00 - 12.50 Three Years With Firm: \$7.00 - 15.00	UUU UU
<b>COOKS, SPECIALTY FAST FOOD, 1991</b> Size of Occupation: Large Employment Trend: 🍷	New Hires, No Experience: N/A New Hires, Experience: \$4.25 - 5.50 Three Years With Firm: \$5.00 - 8.00	UUU UU
<b>COOKS, SHORT ORDER, 1988</b> Size of Occupation: Medium Employment Trend: 🍷	New Hires, No Experience: \$4.25 - 5.50 New Hires, Experience: \$4.25 - 5.50 Three Years With Firm: \$5.00 - 8.00	UUU UU
<b>COST ESTIMATORS, 1990, 1994</b> Size of Occupation: Medium Employment Trend: 🍷	New Hires, No Experience: \$6.00 - 14.50 New Hires, Experience: \$9.00 - 26.75 Three Years With Firm: \$12.00 - 29.00	UUU UU
<b>COUNTER AND RENTAL CLERKS, 1990</b> Size of Occupation: Large Employment Trend: 🍷	New Hires, No Experience: \$5.00 - 7.50 New Hires, Experience: \$6.00 - 8.00 Three Years With Firm: \$7.00 - 10.25	UUU U

### Employment Trend/Growth & Size of Occupation

(Source: 1992-98 EDD Occupational Projections)

EMPLOYMENT TRENDS	SIZE OF OCCUPATION
Much faster than average = 🍷🍷🍷🍷	Small = 468 or less
Faster than average = 🍷🍷🍷	Medium = 469 - 908
Average = 🍷🍷	Large = 909 - 1933
Slower than average = 🍷	Very Large = 1934 or more
Stable = 🍷	
Decline = Not Available	
N/A =	

### Supply/Demand Assessment - (Based on year surveyed)

Degree of difficulty employers indicated in finding inexperienced and experienced applicants/corresponding outlook for job seekers.

SUPPLY	DEMAND
Great Difficult -----U-----	Very Good
Somewhat Difficult ----UU----	Good
A Little Difficult ---UUU---	Competitive
Not Difficult --UUUU--	Very Competitive
N/A = Not Available	

## QUICK REFERENCE

<b>CREDIT ANALYSTS, 1993</b> Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$7.50 - 16.25 New Hires, Experience: \$11.00 - 17.50 Three Years With Firm: \$12.50 - 19.75	UUU UU
<b>CUSTOMER SERVICE REPRESENTATIVES-UTILITIES, 1991</b> Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$6.50 - 10.75 New Hires, Experience: \$7.00 - 11.00 Three Years With Firm: \$9.00 - 13.00	UUUU UU
<b>DATA ENTRY KEYERS-EXCEPT COMPOSING, 1991</b> Size of Occupation: Large Employment Trend: 👍👍👍	New Hires, No Experience: \$7.50 - 8.50 New Hires, Experience: \$8.00 - 9.75 Three Years With Firm: \$9.00 - 12.50	UUU UU
<b>DATA PROCESSING EQUIPMENT REPAIRERS, 1989</b> Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$7.00 - 10.50 New Hires, Experience: \$9.00 - 13.25 Three Years With Firm: \$10.50 - 18.00	UUU UU
<b>DENTAL ASSISTANTS, 1988, 1992, 1995</b> Size of Occupation: Medium Employment Trend: 👍👍👍	New Hires, No Experience: \$8.00 - 18.00 New Hires, Experience: \$10.00 - 21.50 Three Years With Firm: \$11.50 - 23.25	UU UU
<b>DENTAL HYGIENISTS, 1990, 1993</b> Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$200.00-260.00/day New Hires, Experience: \$200.00-270.00/day Three Years With Firm: \$235.00-300.00/day <small>(Most pay by the day)</small>	UUU UU
<b>DENTAL LABORATORY TECHNICIANS - PRECISION, 1995</b> Size of Occupation: Small Employment Trend: 👍👍	New Hires, No Experience: \$4.50 - 8.00 New Hires, Experience: \$6.00 - 14.00 Three Years With Firm: \$9.25 - 20.00	UU UU
<b>DESK-TOP PUBLISHERS (COMPUTER GRAPHICS), 1993</b> Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$5.25 - 15.00 New Hires, Experience: \$7.00 - 20.00 Three Years With Firm: \$10.00 - 30.00	UUU UUU

## QUICK REFERENCE

<b>DINING ROOM AND CAFETERIA ATTENDANTS AND BARTENDER HELPERS, 1991</b> Size of Occupation: Large Employment Trend: 👍	New Hires, No Experience: \$4.25 - 5.00 New Hires, Experience: \$4.25 - 5.00 Three Years With Firm: \$4.25 - 6.00	UUUU UU
<b>DISPATCHERS-POLICE, FIRE, AND AMBULANCE, 1989</b> Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$12.00 - 16.50 New Hires, Experience: \$12.25 - 16.75 Three Years With Firm: \$13.00 - 16.75	UU U
<b>DISPATCHERS-EXCLUDING POLICE, FIRE, AND AMBULANCE, 1994</b> Size of Occupation: Medium Employment Trend: 👍👍👍	New Hires, No Experience: \$5.50 - 20.00 New Hires, Experience: \$6.00 - 22.50 Three Years With Firm: \$6.50 - 25.75	UU UUU
<b>DRAFTERS, 1989, 1991</b> Size of Occupation: Medium Employment Trend: 👍	New Hires, No Experience: \$7.00 - 11.25 New Hires, Experience: \$8.50 - 14.00 Three Years With Firm: \$12.00 - 16.50	UUU UU
<b>ELECTRICAL AND ELECTRONIC ENGINEERING TECHNICIANS AND TECHNOLOGISTS, 1991</b> Size of Occupation: Large Employment Trend: 👍👍👍	New Hires, No Experience: \$10.00 - 25.00 New Hires, Experience: \$12.00 - 35.00 Three Years With Firm: \$13.00 - 35.00	UUUU UUU

### Employment Trend/Growth & Size of Occupation

(Source: 1992-98 EDD Occupational Projections)

EMPLOYMENT TRENDS	SIZE OF OCCUPATION
Much faster than average = 🖐️🖐️🖐️	Small = 468 or less
Faster than average = 🖐️🖐️	Medium = 469 - 908
Average = 🖐️	Large = 909 - 1933
Slower than average = 🖐️	Very Large = 1934 or more
Stable = 🖐️	
Decline = Not Available	
N/A =	

### Supply/Demand Assessment - (Based on year surveyed)

Degree of difficulty employers indicated in finding inexperienced and experienced applicants/corresponding outlook for job seekers.

SUPPLY	DEMAND
Great Difficult -----U-----	Very Good
Somewhat Difficult -----UU-----	Good
A Little Difficult -----UUU-----	Competitive
Not Difficult ---UUUU---	Very Competitive
N/A = Not Available	

## QUICK REFERENCE

<b>ELECTRICIANS, 1992</b> Size of Occupation: Medium Employment Trend: 🖐️	New Hires, No Experience: N/A New Hires, Experience: \$15.00 - 19.50 Three Years With Firm: \$17.00 - 29.00	N/A UUU
<b>ELECTROENCEPHALOGRAPH TECHNICIANS AND TECHNOLOGISTS, 1992</b> Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: N/A New Hires, Experience: \$12.00 - 15.00 Three Years With Firm: \$13.50 - 18.00	N/A U
<b>ELECTRONIC HOME ENTERTAINMENT EQUIPMENT REPAIRERS, 1991</b> Size of Occupation: Small Employment Trend: 👍👍👍	New Hires, No Experience: \$5.00 - 8.00 New Hires, Experience: \$6.00 - 12.00 Three Years With Firm: \$10.00 - 15.00	UUU U
<b>ELEVATOR INSTALLERS AND REPAIRERS, 1994</b> Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$17.50 - 18.25 New Hires, Experience: \$25.00 - 36.75 Three Years With Firm: \$35.75 - 36.75	UUU UU
<b>EMERGENCY MEDICAL TECHNICIANS-1, 1991</b> Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$6.75 - 9.00 New Hires, Experience: \$6.75 - 9.00 Three Years With Firm: \$7.75 - 10.00	UUU UU
<b>EMERGENCY MEDICAL TECHNICIANS-PARAMEDIC, 1991</b> Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$11.00 - 13.50 New Hires, Experience: \$11.00 - 13.50 Three Years With Firm: \$12.00 - 14.75	UUUU UUU
<b>FILE CLERKS, 1991</b> Size of Occupation: Medium Employment Trend: 👍👍	New Hires, No Experience: \$6.00 - 8.00 New Hires, Experience: \$6.25 - 9.00 Three Years With Firm: \$8.25 - 11.00	UUU UU
<b>FOOD PREPARATION WORKERS, 1991, 1995</b> Size of Occupation: Very Large Employment Trend: 👍	New Hires, No Experience: \$4.25 - 10.26 New Hires, Experience: \$5.00 - 10.26 Three Years With Firm: \$6.00 - 14.00	UUU UUU

## QUICK REFERENCE

<b>FOOD SERVICE AND LODGING MANAGERS, 1990</b> Size of Occupation: Medium Employment Trend: 👍👍👍👍	New Hires, No Experience: \$5.25 - 10.25 New Hires, Experience: \$6.00 - 12.75 Three Years With Firm: \$7.75 - 15.25	UU UU
<b>FOREIGN CLERKS (IMPORT/EXPORT), 1993</b> Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$5.00 - 12.50 New Hires, Experience: \$7.00 - 18.75 Three Years With Firm: \$9.25 - 22.50	UUU UU
<b>FURNITURE FINISHERS, 1993</b> Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$4.50 - 14.50 New Hires, Experience: \$6.00 - 15.75 Three Years With Firm: \$10.50 - 20.00	UUU UU
<b>GARDENERS, GROUNDSKEEPERS-EXCEPT FARM, 1987, 1992, 1995</b> Size of Occupation: Very Large Employment Trend: 👍👍👍	New Hires, No Experience: \$6.00 - 14.57 New Hires, Experience: \$7.00 - 17.35 Three Years With Firm: \$9.00 - 19.59	UUUU UUU
<b>GENERAL OFFICE CLERKS, 1991, 1995</b> Size of Occupation: Very Large Employment Trend: 👍👍👍	New Hires, No Experience: \$6.25 - 12.79 New Hires, Experience: \$6.25 - 15.00 Three Years With Firm: \$6.75 - 18.75	UUU UUU

### Employment Trend/Growth & Size of Occupation

(Source: 1992-98 EDD Occupational Projections)

EMPLOYMENT TRENDS	SIZE OF OCCUPATION
Much faster than average = 🚶🚶🚶🚶	Small = 468 or less
Faster than average = 🚶🚶	Medium = 469 - 908
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Stable = 🚶	
Decline = Not Available	
N/A =	

### Supply/Demand Assessment - (Based on year surveyed)

Degree of difficulty employers indicated in finding inexperienced and experienced applicants/corresponding outlook for job seekers.

SUPPLY	DEMAND
Great Difficult -----U-----	Very Good
Somewhat Difficult ----UU----	Good
A Little Difficult ---UUU---	Competitive
Not Difficult --UUUU--	Very Competitive
N/A = Not Available	

## QUICK REFERENCE

<b>GLAZIERS, 1992</b> Size of Occupation: Small Employment Trend: 👍👍👍	New Hires, No Experience: N/A New Hires, Experience: \$15.00 - 17.50 Three Years With Firm: \$20.00 - 20.75	N/A UUUU
<b>GUARDS AND WATCH GUARDS, 1988, 1992, 1995</b> Size of Occupation: Large Employment Trend: 👍👍👍👍	New Hires, No Experience: \$4.75 - 9.00 New Hires, Experience: \$5.25 - 9.00 Three Years With Firm: \$6.75 - 10.00	UUU UUU
<b>HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS, 1989, 1992</b> Size of Occupation: Large Employment Trend: 👍	New Hires, No Experience: \$5.50 - 9.00 New Hires, Experience: \$5.50 - 12.25 Three Years With Firm: \$7.75 - 16.75	UUU UU
<b>HAND PACKERS AND PACKAGERS, 1995</b> Size of Occupation: Large Employment Trend: 👍👍👍	New Hires, No Experience: \$4.25 - 8.00 New Hires, Experience: \$4.25 - 9.00 Three Years With Firm: \$4.50 - 12.00	UUU UUU
<b>HAZARDOUS-WASTE MANAGEMENT SPECIALISTS, 1994</b> Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$14.50 - 17.50 New Hires, Experience: \$14.50 - 22.50 Three Years With Firm: \$17.50 - 24.75	UUU UU
<b>HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS AND INSTALLERS, 1990, 1994</b> Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$9.00 - 13.00 New Hires, Experience: \$13.00 - 30.25 Three Years With Firm: \$17.50 - 31.75	UUUU UUU
<b>HOME APPLIANCE AND POWER TOOL REPAIRERS, 1992</b> Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$6.00 - 10.00 New Hires, Experience: \$8.00 - 14.50 Three Years With Firm: \$10.00 - 24.25	UU U
<b>HOME HEALTH CARE WORKERS, 1991</b> Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$7.25 - 9.25 New Hires, Experience: \$7.50 - 10.00 Three Years With Firm: \$7.50 - 14.00	UUU UU

## QUICK REFERENCE

<b>HOSTS, HOSTESSES-RESTAURANT, LOUNGE OR COFFEE SHOP, 1991</b> Size of Occupation: Medium Employment Trend: 👍	New Hires, No Experience: \$4.25 - 7.50 New Hires, Experience: \$4.25 - 7.50 Three Years With Firm: \$4.50 - 8.50	UUUU UU
<b>HOTEL DESK CLERKS, 1987, 1991, 1995</b> Size of Occupation: Small Employment Trend: 👍👍👍	New Hires, No Experience: \$4.25 - 10.50 New Hires, Experience: \$5.00 - 10.50 Three Years With Firm: \$5.25 - 12.00	UUU UUU
<b>INSTRUCTIONAL AIDES, 1993</b> Size of Occupation: Very Large Employment Trend: 👍👍👍	New Hires, No Experience: \$5.00 - 10.25 New Hires, Experience: \$7.00 - 13.00 Three Years With Firm: \$8.00 - 13.00	UUU UUU
<b>INSULATION WORKERS, 1992</b> Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$8.00 - 12.25 New Hires, Experience: \$9.00 - 24.00 Three Years With Firm: \$10.00 - 29.50	UUU UU
<b>INSURANCE CLAIMS CLERKS, 1989, 1992</b> Size of Occupation: Small Employment Trend: 👍	New Hires, No Experience: \$6.00 - 13.00 New Hires, Experience: \$8.75 - 15.00 Three Years With Firm: \$9.75 - 21.75	UUU UUU

### Employment Trend/Growth & Size of Occupation

(Source: 1992-98 EDD Occupational Projections)

EMPLOYMENT TRENDS	SIZE OF OCCUPATION
Much faster than average = 👍👍👍👍	Small = 468 or less
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Stable = 🤖	
Decline = Not Available	
N/A =	

### Supply/Demand Assessment - (Based on year surveyed)

Degree of difficulty employers indicated in finding inexperienced and experienced applicants/corresponding outlook for job seekers.

SUPPLY	DEMAND
Great Difficult -----U-----	Very Good
Somewhat Difficult -----UU-----	Good
A Little Difficult -----UUU-----	Competitive
Not Difficult ---UUUU---	Very Competitive
N/A = Not Available	

## QUICK REFERENCE

<b>JANITORS AND CLEANERS-EXCEPT MAIDS AND HOUSEKEEPING CLEANERS, 1988, 1992, 1995</b> Size of Occupation: Very Large Employment Trend: 👍👍👍👍	New Hires, No Experience: \$5.50 - 12.09 New Hires, Experience: \$6.00 - 13.34 Three Years With Firm: \$6.50 - 14.71	UUU UUU
<b>LAUNDRY AND DRYCLEANING MACHINE OPERATORS AND TENDERS-EXCEPT PRESSING, 1989</b> Size of Occupation: Small Employment Trend: 👍	New Hires, No Experience: \$4.50 - 7.25 New Hires, Experience: \$5.00 - 10.75 Three Years With Firm: \$5.75 - 12.75	UU U
<b>LICENSED VOCATIONAL NURSES, 1988, 1990, 1993</b> Size of Occupation: Large Employment Trend: 👍👍👍	New Hires, No Experience: \$12.75 - 16.00 New Hires, Experience: \$13.00 - 17.00 Three Years With Firm: \$14.00 - 22.00	UU UU
<b>LOAN AND CREDIT CLERKS, 1993</b> Size of Occupation: Small Employment Trend: 👎	New Hires, No Experience: \$7.00 - 16.25 New Hires, Experience: \$8.75 - 18.25 Three Years With Firm: \$9.50 - 20.50	UUU UU
<b>LOAN OFFICERS AND COUNSELORS, 1993</b> Size of Occupation: Small Employment Trend: 👎	New Hires, No Experience: \$9.75 - 14.50 New Hires, Experience: \$10.00 - 19.50 Three Years With Firm: \$10.50 - 25.75	UUU UU
<b>LOCKSMITHS AND SAFE REPAIRERS, 1992</b> Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$5.00 - 10.25 New Hires, Experience: \$8.50 - 13.25 Three Years With Firm: \$10.00 - 19.25	U UUU
<b>MAIDS AND HOUSEKEEPING CLEANERS, 1991</b> Size of Occupation: Large Employment Trend: 👍	New Hires, No Experience: \$5.00 - 6.25 New Hires, Experience: \$5.00 - 6.25 Three Years With Firm: \$6.25 - 7.25	UUU UU
<b>MAINTENANCE REPAIRERS-GENERAL UTILITIES, 1992, 1995</b> Size of Occupation: Very Large Employment Trend: 👍	New Hires, No Experience: \$5.00 - 19.25 New Hires, Experience: \$7.00 - 30.00 Three Years With Firm: \$12.00 - 35.00	UUU UUU



## QUICK REFERENCE

<b>MANICURISTS, 1992</b> Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: N/A New Hires, Experience: \$4.50 - 13.00 Three Years With Firm: \$6.25 - 19.50	N/A UU
<b>MECHANICAL ENGINEERING TECHNICIANS AND TECHNOLOGISTS, 1991</b> Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$8.00 - 15.50 New Hires, Experience: \$8.00 - 15.50 Three Years With Firm: \$12.00 - 21.00	UUUU UU
<b>MEDICAL ASSISTANTS, 1991</b> Size of Occupation: Medium Employment Trend: 👍👍👍👍	New Hires, No Experience: \$6.50 - 8.75 New Hires, Experience: \$7.50 - 10.00 Three Years With Firm: \$9.50 - 12.50	UUU UU
<b>MEDICAL AND CLINICAL LABORATORY ASSISTANTS, 1989</b> Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$7.50 - 10.00 New Hires, Experience: \$7.50 - 13.00 Three Years With Firm: \$8.50 - 14.00	UU UU
<b>MEDICAL RECORDS TECHNICIANS, 1990, 1993</b> Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$6.00 - 13.25 New Hires, Experience: \$6.00 - 14.00 Three Years With Firm: \$7.50 - 16.00	UUUU UU

### Employment Trend/Growth & Size of Occupation

(Source: 1992-98 EDD Occupational Projections)

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### Supply/Demand Assessment - (Based on year surveyed)

Degree of difficulty employers indicated in finding inexperienced and experienced applicants/corresponding outlook for job seekers.

SUPPLY	DEMAND
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A Little Difficult ---UUU---	Competitive
Not Difficult --UUUU--	Very Competitive
N/A = Not Available	

## QUICK REFERENCE

<b>MEDICAL TRANSCRIPTIONISTS, 1988, 1991</b> Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$10.00 - 14.00 New Hires, Experience: \$10.00 - 14.00 Three Years With Firm: \$12.00 - 15.50	UUU U
<b>MICROCOMPUTER SPECIALISTS, 1989</b> Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$8.00 - 13.00 New Hires, Experience: \$11.50 - 19.25 Three Years With Firm: \$13.00 - 21.50	UUU UU
<b>MOTORCYCLE REPAIRERS, 1991</b> Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$6.50 - 11.75 New Hires, Experience: \$6.50 - 11.75 Three Years With Firm: \$10.00 - 14.50	UUU U
<b>NUMERICAL CONTROL MACHINE TOOL OPERATORS AND TENDERS, 1989</b> Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$6.00 - 12.00 New Hires, Experience: \$7.50 - 16.00 Three Years With Firm: \$9.00 - 18.00	UU U
<b>NURSERY WORKERS, 1993</b> Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$4.25 - 7.00 New Hires, Experience: \$4.50 - 8.00 Three Years With Firm: \$5.00 - 9.00	UUUU UU
<b>NURSE AIDES, 1989, 1994</b> Size of Occupation: Large Employment Trend: 👍👍👍	New Hires, No Experience: \$7.50 - 14.00 New Hires, Experience: \$7.75 - 16.00 Three Years With Firm: \$8.00 - 17.00	UUU UU
<b>OCCUPATIONAL THERAPISTS, 1992</b> Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$8.00 - 21.00 New Hires, Experience: \$14.50 - 24.50 Three Years With Firm: \$16.00 - 28.00	UU U
<b>OFFICE MACHINE AND CASH REGISTER SERVICERS, 1988, 1992, 1995</b> Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$7.00 - 15.00 New Hires, Experience: \$9.00 - 20.00 Three Years With Firm: \$13.00 - 21.25	UUU UU

## QUICK REFERENCE

<b>OPERATING ENGINEERS, 1992</b> Size of Occupation: Small Employment Trend: 👍	New Hires, No Experience: \$10.25 - 11.75 New Hires, Experience: \$14.00 - 26.75 Three Years With Firm: \$18.00 - 35.25	UUU UU
<b>OPHTHALMIC LAB AND FRAME TECHNICIANS, 1993</b> Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$5.00 - 8.00 New Hires, Experience: \$5.50 - 12.00 Three Years With Firm: \$6.50 - 14.00	UUU UU
<b>OPTICIANS-DISPENSING AND MEASURING, 1989</b> Size of Occupation: Small Employment Trend: 👍👍👍	New Hires, No Experience: \$5.00 - 9.00 New Hires, Experience: \$6.00 - 12.50 Three Years With Firm: \$7.00 - 15.00	UU U
<b>OPTOMETRIC ASSISTANTS, 1991</b> Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$5.00 - 6.00 New Hires, Experience: \$7.00 - 10.00 Three Years With Firm: \$10.00 - 12.00	UUU U
<b>PAINTERS, PAPERHANGERS-CONSTRUCTION AND MAINTENANCE, 1990</b> Size of Occupation: Medium Employment Trend: 👍	New Hires, No Experience: \$5.75 - 10.00 New Hires, Experience: \$9.00 - 15.00 Three Years With Firm: \$11.00 - 18.00	UUU UU
<b>PARALEGAL PERSONNEL, 1993</b> Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$12.00 - 14.00 New Hires, Experience: \$15.00 - 18.00 Three Years With Firm: \$16.25 - 26.50	UUUU UU

### Employment Trend/Growth & Size of Occupation

(Source: 1992-98 EDD Occupational Projections)

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### Supply/Demand Assessment - (Based on year surveyed)

Degree of difficulty employers indicated in finding inexperienced and experienced applicants/corresponding outlook for job seekers.

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A Little Difficult -----UUU-----	Competitive
Not Difficult -----UUUU-----	Very Competitive
N/A = Not Available	

## QUICK REFERENCE

<b>PAYROLL AND TIMEKEEPING CLERKS, 1990</b> Size of Occupation: Medium Employment Trend: 👍	New Hires, No Experience: \$6.00 - 12.00 New Hires, Experience: \$7.00 - 12.25 Three Years With Firm: \$7.75 - 15.50	UUU UU
<b>PERSONNEL CLERKS-EXCEPT PAYROLL AND TIMEKEEPING, 1988, 1992</b> Size of Occupation: Small Employment Trend: 👍	New Hires, No Experience: \$7.00 - 23.25 New Hires, Experience: \$8.25 - 26.00 Three Years With Firm: \$9.25 - 29.00	UUU UU
<b>PERSONNEL, TRAINING, AND LABOR RELATIONS MANAGERS, 1994</b> Size of Occupation: Medium Employment Trend: 👍👍	New Hires, No Experience: \$5.00 - 17.00 New Hires, Experience: \$6.00 - 19.50 Three Years With Firm: \$7.50 - 29.00	UUU UUU
<b>PEST CONTROLLERS AND ASSISTANTS, 1992</b> Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$8.00 - 11.50 New Hires, Experience: \$8.50 - 13.50 Three Years With Firm: \$13.00 - 17.00	UUU U
<b>PHARMACY TECHNICIANS, 1989, 1992, 1994</b> Size of Occupation: Small Employment Trend: 👍	New Hires, No Experience: \$6.00 - 9.50 New Hires, Experience: \$8.00 - 10.75 Three Years With Firm: \$8.50 - 12.00	UUU UU
<b>PHLEBOTOMISTS, 1991</b> Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$7.50 - 11.00 New Hires, Experience: \$8.25 - 11.25 Three Years With Firm: \$10.00 - 12.75	UUUU UU
<b>PHYSICAL THERAPIST ASSISTANTS, 1990, 1993</b> Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$8.00 - 20.00 New Hires, Experience: \$9.50 - 23.75 Three Years With Firm: \$11.50 - 27.50	UUU UU
<b>PHYSICAL THERAPY AIDES, 1990, 1993</b> Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$5.75 - 12.00 New Hires, Experience: \$7.00 - 13.00 Three Years With Firm: \$7.50 - 17.00	UUU UUU

## QUICK REFERENCE

<b>PHYSICIANS' ASSISTANTS, 1992</b> Size of Occupation: Small Employment Trend: 👍👍	New Hires, No Experience: \$8.50 - 8.50 New Hires, Experience: \$10.00 - 27.25 Three Years With Firm: \$12.00 - 34.00	UU U
<b>PLASTERERS AND STUCCO MASONS, 1995</b> Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$6.00 - 20.00 New Hires, Experience: \$13.00 - 25.00 Three Years With Firm: \$20.00 - 25.00	UU UU
<b>PRECISION DENTAL LABORATORY TECHNICIANS, 1990</b> Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$4.75 - 7.50 New Hires, Experience: \$6.00 - 13.00 Three Years With Firm: \$10.00 - 15.00	UU U
<b>PRINTING PRESS MACHINE OPERATORS AND TENDERS, 1989</b> Size of Occupation: Small Employment Trend: 👍	New Hires, No Experience: \$5.00 - 9.00 New Hires, Experience: \$6.75 - 14.00 Three Years With Firm: \$11.00 - 20.00	UU UU
<b>PRODUCTION, PLANNING, AND EXPEDITING CLERKS, 1991</b> Size of Occupation: Medium Employment Trend: 👍👍👍👍	New Hires, No Experience: \$7.75 - 14.75 New Hires, Experience: \$9.00 - 16.25 Three Years With Firm: \$11.50 - 18.75	UUUU UU

### Employment Trend/Growth & Size of Occupation

(Source: 1992-98 EDD Occupational Projections)

EMPLOYMENT TRENDS	SIZE OF OCCUPATION
Much faster than average = 🖐️🖐️🖐️	Small = 468 or less
Faster than average = 🖐️🖐️	Medium = 469 - 908
Average = 🖐️	Large = 909 - 1933
Slower than average = 🖐️	Very Large = 1934 or more
Stable = 🖐️	
Decline = Not Available	
N/A =	

### Supply/Demand Assessment - (Based on year surveyed)

Degree of difficulty employers indicated in finding inexperienced and experienced applicants/corresponding outlook for job seekers.

SUPPLY	DEMAND
Great Difficult -----U-----	Very Good
Somewhat Difficult ----UU----	Good
A Little Difficult ---UUU---	Competitive
Not Difficult --UUUU--	Very Competitive
N/A = Not Available	

## QUICK REFERENCE

<b>PROPERTY AND REAL ESTATE MANAGERS AND ADMINISTRATORS, 1989</b> Size of Occupation: Large Employment Trend: 👍	New Hires, No Experience: N/A New Hires, Experience: \$10.25 - 18.50 Three Years With Firm: \$13.00 - 26.00	N/A UU
<b>PURCHASING AGENTS-EXCEPT WHOLESALE, RETAIL AND FARM PRODUCTS, 1994</b> Size of Occupation: Medium Employment Trend: 👍	New Hires, No Experience: \$8.00 - 19.50 New Hires, Experience: \$11.00 - 21.75 Three Years With Firm: \$17.00 - 29.00	UUU UUU
<b>RADIOLOGIC TECHNOLOGISTS-DIAGNOSTIC, 1990, 1992</b> Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$13.00 - 16.25 New Hires, Experience: \$15.00 - 24.00 Three Years With Firm: \$18.00 - 25.00	UU UU
<b>RADIOLOGIC TECHNOLOGISTS-THERAPEUTIC, 1992</b> Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$18.00 - 18.50 New Hires, Experience: \$19.50 - 20.25 Three Years With Firm: \$20.25 - 22.50	UU U
<b>REAL ESTATE CLERKS, 1989</b> Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$6.25 - 9.25 New Hires, Experience: \$7.00 - 12.50 Three Years With Firm: \$8.75 - 18.75	UUUU UU
<b>RECEPTIONISTS AND INFORMATION CLERKS, 1990, 1995</b> Size of Occupation: Very Large Employment Trend: 👍👍👍👍	New Hires, No Experience: \$7.00 - 18.00 New Hires, Experience: \$7.00 - 20.00 Three Years With Firm: \$7.50 - 24.00	UUUU UUU
<b>REGISTERED NURSES, 1991</b> Size of Occupation: Very Large Employment Trend: 👍	New Hires, No Experience: \$14.00 - 23.00 New Hires, Experience: \$14.00 - 23.00 Three Years With Firm: \$18.00 - 26.75	UUUU UU
<b>RESERVATION AND TRANSPORTATION TICKET AGENTS, 1991</b> Size of Occupation: Large Employment Trend: 👍👍👍👍	New Hires, No Experience: \$6.00 - 9.00 New Hires, Experience: \$6.00 - 9.00 Three Years With Firm: \$7.50 - 14.00	UUU UU

## QUICK REFERENCE

<b>RESPIRATORY CARE PRACTITIONERS, 1992, 1994</b> Size of Occupation: Small Employment Trend: 🍷🍷🍷🍷	New Hires, No Experience: \$14.00 - 20.75 New Hires, Experience: \$16.00 - 22.50 Three Years With Firm: \$17.00 - 25.25	UUU UUU
<b>ROOFERS, 1993</b> Size of Occupation: Small Employment Trend: 🍷	New Hires, No Experience: \$6.00 - 13.50 New Hires, Experience: \$8.00 - 23.00 Three Years With Firm: \$11.25 - 24.25	UUU UU
<b>SALES AGENTS-SECURITIES, COMMODITIES AND FINANCIAL SERVICES, 1993</b> Size of Occupation: Large Employment Trend: 🍷🍷🍷🍷	New Hires, No Experience: \$10.25 - 17.00 New Hires, Experience: \$13.00 - 21.75 Three Years With Firm: \$13.00 - 43.50	UUU UU
<b>SALES AGENTS AND PLACERS-INSURANCE, 1993</b> Size of Occupation: Large Employment Trend: 🍷🍷	New Hires, No Experience: \$9.75 - 13.00 New Hires, Experience: \$9.75 - 17.00 Three Years With Firm: \$11.75 - 24.25	UUU UU
<b>SALES AGENTS-REAL ESTATE, 1990</b> Size of Occupation: Small Employment Trend: 🍷	New Hires, No Experience: \$15,000 - 25,000 New Hires, Experience: \$15,000 - 50,000 Three Years With Firm: \$23,000 - 75,000 (Commission)	UUU U

### Employment Trend/Growth & Size of Occupation

(Source: 1992-98 EDD Occupational Projections)

EMPLOYMENT TRENDS	SIZE OF OCCUPATION
Much faster than average = 🍷🍷🍷🍷	Small = 468 or less
Faster than average = 🍷🍷🍷	Medium = 469 - 908
Average = 🍷🍷	Large = 909 - 1933
Slower than average = 🍷	Very Large = 1934 or more
Stable = 🍷	
Decline = Not Available	
N/A =	

### Supply/Demand Assessment - (Based on year surveyed)

Degree of difficulty employers indicated in finding inexperienced and experienced applicants/corresponding outlook for job seekers.

SUPPLY	DEMAND
Great Difficult -----U-----	Very Good
Somewhat Difficult ----UU----	Good
A Little Difficult ---UUU---	Competitive
Not Difficult --UUUU--	Very Competitive
N/A = Not Available	

## QUICK REFERENCE

<b>SALESPERSONS-PARTS, 1991</b> Size of Occupation: Medium Employment Trend: 👍	New Hires, No Experience: \$5.00 - 7.00 New Hires, Experience: \$6.00 - 10.00 Three Years With Firm: \$8.00 - 12.00	UUUU UU
<b>SALESPERSONS, RETAIL-EXCEPT VEHICLE SALES, 1991</b> Size of Occupation: Very Large Employment Trend: 👍	New Hires, No Experience: \$4.75 - 6.50 New Hires, Experience: \$5.00 - 7.50 Three Years With Firm: \$6.00 - 9.75	UUU UU
<b>SALES REPRESENTATIVES-EXCEPT SCIENTIFIC AND RELATED PRODUCTS AND SERVICES AND RETAIL, 1989</b> Size of Occupation: Very Large Employment Trend: 👍	New Hires, No Experience: \$6.00 - 12.50 New Hires, Experience: \$9.00 - 18.75 Three Years With Firm: \$10.00 - 20.50	UUU UU
<b>SALES REPRESENTATIVES, SCIENTIFIC AND RELATED PRODUCTS AND SERVICES-EXCEPT RETAIL, 1989</b> Size of Occupation: Large Employment Trend: 👍👍👍	New Hires, No Experience: \$8.00 - 12.50 New Hires, Experience: \$9.00 - 20.00 Three Years With Firm: \$10.00 - 25.00	UUU UUU
<b>SECRETARIES, GENERAL, 1994</b> Size of Occupation: Very Large Employment Trend: 👍👍	New Hires, No Experience: \$8.00 - 12.75 New Hires, Experience: \$9.25 - 15.50 Three Years With Firm: \$11.00 - 19.00	UUU UUU
<b>SECRETARIES, LEGAL, 1989, 1993</b> Size of Occupation: Small Employment Trend: 👍👍👍	New Hires, No Experience: \$7.50 - 15.25 New Hires, Experience: \$9.00 - 18.25 Three Years With Firm: \$11.50 - 22.00	UUU UU
<b>SECRETARIES, MEDICAL , 1991</b> Size of Occupation: Small Employment Trend: 👍👍👍	New Hires, No Experience: \$6.00 - 10.00 New Hires, Experience: \$8.00 - 13.00 Three Years With Firm: \$9.00 - 15.00	UUUU UU
<b>SERVICE STATION ATTENDANTS, 1991</b> Size of Occupation: Medium Employment Trend: 👍	New Hires, No Experience: \$4.25 - 5.50 New Hires, Experience: \$5.00 - 7.00 Three Years With Firm: \$6.50 - 10.00	UUU UU



## QUICK REFERENCE

<b>SERVICE WRITERS, AUTOMOTIVE, 1991</b> Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$11.75 - 16.50 New Hires, Experience: \$11.75 - 16.50 Three Years With Firm: \$15.25 - 19.00	UUU U
<b>SMALL ENGINE SPECIALISTS, 1994</b> Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$4.25 - 17.50 New Hires, Experience: \$7.00 - 19.50 Three Years With Firm: \$10.00 - 21.00	UUU UUU
<b>STATIONARY ENGINEERS, 1992</b> Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$9.75 - 9.75 New Hires, Experience: \$11.50 - 11.50 Three Years With Firm: \$20.00 - 20.00	N/A UU
<b>STOCK CLERKS-STOCKROOM, WAREHOUSE, STORAGE YARD, 1991</b> Size of Occupation: Very Large Employment Trend: 👍👍👍	New Hires, No Experience: \$6.50 - 10.00 New Hires, Experience: \$7.00 - 10.00 Three Years With Firm: \$8.50 - 12.00	UUUU UUU
<b>SURGICAL TECHNICIANS, 1991</b> Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$10.50 - 13.50 New Hires, Experience: \$10.50 - 13.50 Three Years With Firm: \$12.25 - 14.50	UUU UU
<b>SURVEYING AND MAPPING TECHNICIANS AND TECHNOLOGISTS, 1990</b> Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$6.00 - 11.00 New Hires, Experience: \$10.00 - 15.00 Three Years With Firm: \$13.00 - 22.00	UUU U

### Employment Trend/Growth & Size of Occupation

(Source: 1992-98 EDD Occupational Projections)

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Stable = 🖐️	
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N/A =	

### Supply/Demand Assessment - (Based on year surveyed)

Degree of difficulty employers indicated in finding inexperienced and experienced applicants/corresponding outlook for job seekers.

SUPPLY	DEMAND
Great Difficult -----U-----	Very Good
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A Little Difficult ---UUU---	Competitive
Not Difficult --UUUU--	Very Competitive
N/A = Not Available	

## QUICK REFERENCE

<b>SWITCHBOARD OPERATORS, 1991</b> Size of Occupation: Medium Employment Trend: 👍	New Hires, No Experience: \$5.50 - 9.00 New Hires, Experience: \$5.50 - 9.75 Three Years With Firm: \$6.75 - 10.50	UUU UU
<b>SYSTEM ANALYSTS-ELECTRONIC DATA PROCESSING, 1991</b> Size of Occupation: Large Employment Trend: 👍👍👍	New Hires, No Experience: \$11.75 - 20.00 New Hires, Experience: \$12.75 - 24.25 Three Years With Firm: \$22.50 - 31.50	UUU UU
<b>TAPERS, 1995</b> Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$6.00 - 10.00 New Hires, Experience: \$15.00 - 20.00 Three Years With Firm: \$19.00 - 28.00	UUU UU
<b>TAX INTERVIEWERS/PREPARERS, 1994</b> Size of Occupation: Small Employment Trend: 👍👍	New Hires, No Experience: \$5.00 - 17.50 New Hires, Experience: \$5.00 - 23.25 Three Years With Firm: \$8.00 - 29.00	UUUU UUUU
<b>TEACHER AIDES-PARAPROFESSIONAL, 1989</b> Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: N/A New Hires, Experience: \$5.50 - 8.00 Three Years With Firm: \$6.00 - 9.50	N/A UU
<b>TEACHERS-ELEMENTARY SCHOOL, 1995</b> Size of Occupation: Very Large Employment Trend: 👍👍👍	New Hires, No Experience: \$7.50 - 15.56 New Hires, Experience: \$8.25 - 18.70 Three Years With Firm: \$11.99 - 19.18	UUU UUU
<b>TECHNICAL WRITERS, 1994</b> Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$13.50 - 14.50 New Hires, Experience: \$13.50 - 25.00 Three Years With Firm: \$15.00 - 27.25	UUU UUUU
<b>TELEPHONE AND CABLE T.V. LINE INSTALLERS AND REPAIRERS, 1991, 1994</b> Size of Occupation: Small Employment Trend: 📞	New Hires, No Experience: \$6.00 - 12.00 New Hires, Experience: \$10.00 - 15.00 Three Years With Firm: \$14.50 - 21.00	UUU UUU

## QUICK REFERENCE

<b>TELLERS, 1988, 1992</b> Size of Occupation: Large Employment Trend: 🖐️	New Hires, No Experience: \$5.75 - 8.25 New Hires, Experience: \$6.00 - 9.50 Three Years With Firm: \$6.50 - 14.00	UUU UUU
<b>TIRE REPAIRERS AND CHANGERS</b> Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$4.25 - 7.50 New Hires, Experience: \$5.00 - 9.00 Three Years With Firm: \$8.00 - 10.75	UUU UU
<b>TRAFFIC, SHIPPING, AND RECEIVING CLERKS, 1994</b> Size of Occupation: Very Large Employment Trend: 👍	New Hires, No Experience: \$6.50 - 12.00 New Hires, Experience: \$7.25 - 16.00 Three Years With Firm: \$8.25 - 19.50	UU UUU
<b>TRANSPORTATION AGENTS, 1994</b> Size of Occupation: Medium Employment Trend: 👍👍👍👍	New Hires, No Experience: \$5.00 - 10.00 New Hires, Experience: \$5.00 - 14.50 Three Years With Firm: \$7.00 - 16.00	UUU UUU
<b>TRAVEL AGENTS, 1989, 1992</b> Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$5.25 - 10.50 New Hires, Experience: \$6.50 - 12.75 Three Years With Firm: \$8.75 - 15.00	UUU UU

### Employment Trend/Growth & Size of Occupation

(Source: 1992-98 EDD Occupational Projections)

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N/A =	

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Degree of difficulty employers indicated in finding inexperienced and experienced applicants/corresponding outlook for job seekers.

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A Little Difficult ---UUU---	Competitive
Not Difficult --UUUU--	Very Competitive
N/A = Not Available	

## QUICK REFERENCE

<b>TRUCK DRIVERS-HEAVY OR TRACTOR TRAILER, 1990, 1994</b> Size of Occupation: Large Employment Trend: 👍👍	New Hires, No Experience: \$6.00 - 10.00 New Hires, Experience: \$7.75 - 22.00 Three Years With Firm: \$8.50 - 22.00	UUU UUU
<b>TRUCK DRIVERS, LIGHT-INCLUDE DELIVERY AND ROUTE WORKERS, 1992, 1995</b> Size of Occupation: Very Large Employment Trend: 👍👍👍	New Hires, No Experience: \$6.00 - 14.35 New Hires, Experience: \$7.00 - 14.35 Three Years With Firm: \$8.50 - 17.84	UUU UUU
<b>TYPISTS, INCLUDING WORD PROCESSING, 1991, 1994</b> Size of Occupation: Very Large Employment Trend: 👍👍👍	New Hires, No Experience: \$5.00 - 11.50 New Hires, Experience: \$6.25 - 12.50 Three Years With Firm: \$8.50 - 14.25	UUU UUU
<b>UNDERWRITERS, 1992</b> Size of Occupation: Small Employment Trend: 👍👍	New Hires, No Experience: \$8.75 - 8.75 New Hires, Experience: \$8.75 - 24.25 Three Years With Firm: \$9.25 - 29.00	UUUU UU
<b>VEHICLE WASHERS AND EQUIPMENT CLEANERS, 1992</b> Size of Occupation: Large Employment Trend: 👍👍👍👍	New Hires, No Experience: \$4.25 - 8.75 New Hires, Experience: \$4.50 - 10.00 Three Years With Firm: \$5.25 - 11.25	UUU UUU
<b>VOCATIONAL AND EDUCATIONAL COUNSELORS, 1994</b> Size of Occupation: Small Employment Trend: 👍👍👍	New Hires, No Experience: \$7.00 - 31.25 New Hires, Experience: \$7.25 - 34.50 Three Years With Firm: \$8.00 - 35.00	UUU UUU
<b>WAITERS AND WAITRESSES, 1991</b> Size of Occupation: Very Large Employment Trend: 👍	New Hires, No Experience: \$4.25 - 4.50 New Hires, Experience: \$4.25 - 4.50 Three Years With Firm: \$4.25 - 5.00	UUUU UU
<b>WARD CLERKS, 1988, 1992</b> Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$10.50 - 13.00 New Hires, Experience: \$11.25 - 15.00 Three Years With Firm: \$12.00 - 17.25	UUU UU

## QUICK REFERENCE

<b>WELDERS AND CUTTERS, 1992</b> Size of Occupation: Small Employment Trend: 👍	New Hires, No Experience: \$10.00 - 10.00 New Hires, Experience: \$13.00 - 16.00 Three Years With Firm: \$14.00 - 18.00	UUUU UU
<b>WELFARE ELIGIBILITY WORKERS AND INTERVIEWERS, 1993</b> Size of Occupation: Small Employment Trend: 🤖	New Hires, No Experience: \$6.25 - 14.50 New Hires, Experience: \$7.50 - 19.50 Three Years With Firm: \$9.25 - 19.50	UUUU UUU
<b>WHOLESALE AND RETAIL BUYERS-EXCEPT FARM PRODUCTS, 1991</b> Size of Occupation: Medium Employment Trend: 👍👍	New Hires, No Experience: \$9.75 - 10.00 New Hires, Experience: \$11.00 - 15.50 Three Years With Firm: \$15.00 - 16.00	UUUU UU

### Employment Trend/Growth & Size of Occupation

(Source: 1992-98 EDD Occupational Projections)

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N/A = Not Available	

# **OCCUPATIONAL SUMMARIES**



## BINDERY MACHINE OPERATORS [OES 925460]

Bindery Machine Operators operate or tend book and other related binding machines that round, back, case, line stitch, press, fold, trim, or perform other binding operations. Does not include Hand Bindery Workers and Machine Feeders and Offbearers.

### OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

#### Technical Skills:

- < Knowledge of bindery work
- < Ability to operate bindery machines
- < Ability to operate folding machines
- < Ability to repair and adjust bindery equipment
- < Word Processing skills

#### Physical Abilities:

- < Ability to do routine, repetitive work

#### Personal or Other Skills:

- < Willingness to work with close supervision
- < Ability to work independently
- < Ability to work under pressure

#### Basic Skills:

- < Ability to read and follow instructions
- < Ability to write legibly
- < Oral communication skills

### TRAINING, EDUCATION & EXPERIENCE

**Most** employers indicated that recent hires have a high school diploma or equivalent. **Most** employers **sometimes** required related work experience, but **sometimes** accepted training as a substitute for work experience. **Most** employers required 12-60 months of experience as a Bindery Machine Operator.

### SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- < **Inexperienced:** A little difficult
- < **Experienced:** A little difficult

### EMPLOYMENT STATISTICS & TRENDS

- < **Occupation Size:** Small (90)
- < **Projected New Jobs:** 0
- < **Openings Due To Separations:** 10
- < **Occupational Growth:** Stable (0.0%)

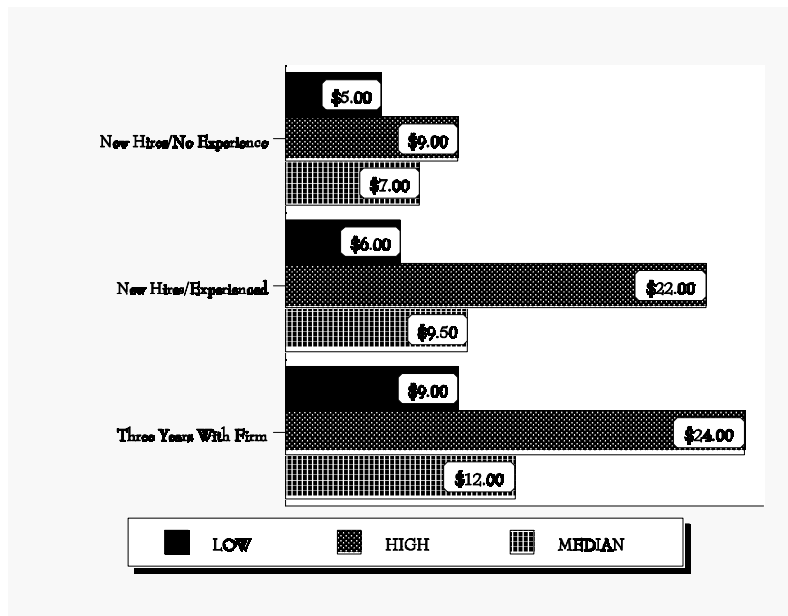
Source: EDD Projections of Employment 1992-1998

### WHERE THE JOBS ARE

- < Commercial Printing, Lithographic
- < Periodicals
- < Commercial Printing

## BINDERY MACHINE OPERATORS (cont.)

### HOURLY WAGES (Winter 1995/96)



### WORK PATTERNS

< **Most** employees are full-time and work **40 hours** a week.

### HIRING PRACTICES

Percentages only represent responses from surveyed employers.

Recruit via newspaper ads:	63%
Employees' referrals:	56%
Union hall referrals:	19%
Hire unsolicited applicants:	13%
In-house promotion or transfer:	13%
Employment Development Department:	13%

### FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

#### BENEFITS

	<u>FT</u>	<u>PT</u>
Paid Vacation:	100%	0%
Paid Sick Leave:	64%	0%
Retirement Plans:	50%	0%
Medical Insurance:	100%	7%
Dental Insurance:	79%	7%
Vision Insurance:	50%	7%
Life Insurance:	21%	0%
Child Care:	0%	0%

### ADDITIONAL INFORMATION

- < **EDD California Occupational Guide:** Not available
- < **# Of Firms Responding:** 16
- < **Unionization:** Low
- < **Career Ladder:** Employers indicated promoting workers to higher level positions such as Counter Person, Press Operator, Saddle Stitch Operator or Production Manager.



## BIO-TECHNOLOGY RESEARCH ASSISTANTS [DOT 245-020.999]

Bio-technology Research Assistants perform research and laboratory tasks for projects and products in collaboration with others. These projects incorporate the application of technology to living organisms in order to modify products or improve plants and animals. They exercise technical discretion in the design, execution or interpretation of experiments.

### OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

#### Technical Skills:

- < Knowledge of microbiology
- < Record keeping skills
- < Knowledge of chemistry
- < Knowledge of biological sciences
- < Ability to analyze data to solve problems
- < Ability to make detailed observations
- < Ability to interpret research results
- < Ability to interpret research procedures
- < Ability to prepare quantitative analysis
- < Ability to prepare technical reports
- < Ability to develop and perform applicable tests and assays
- < Ability to develop proper protocols and test procedures
- < Knowledge of quality assurance policies
- < Ability to read and understand relevant scientific literature
- < Ability to maintain clean work environment according to procedures
- < Ability to observe and document safe practices
- < Ability to follow current accreditation and government regulations
- < Ability to write effectively
- < Word Processing skills
- < Spreadsheet skills
- < Database skills

#### Personal or Other Skills:

- < Willingness to work with close supervision
- < Ability to work as a part of a team
- < Ability to work independently

#### Basic Skills:

- < Basic math skills
- < Ability to read and follow instructions
- < Oral communication skills

### TRAINING, EDUCATION & EXPERIENCE

**Most** employers indicated that recent hires have a Bachelor's degree. **Most** employers **always** required related work experience, but **sometimes** accepted training as a substitute for work experience. **Most** employers required 6-24 months of experience as a Research or Lab Assistant.

### SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- < **Inexperienced:** A little difficult
- < **Experienced:** A little difficult

### EMPLOYMENT STATISTICS & TRENDS

- < **Occupation Size:** Not available
- < **Projected New Jobs:** Not available
- < **Openings Due To Separations:** Not available
- < **Occupational Growth:** Not available

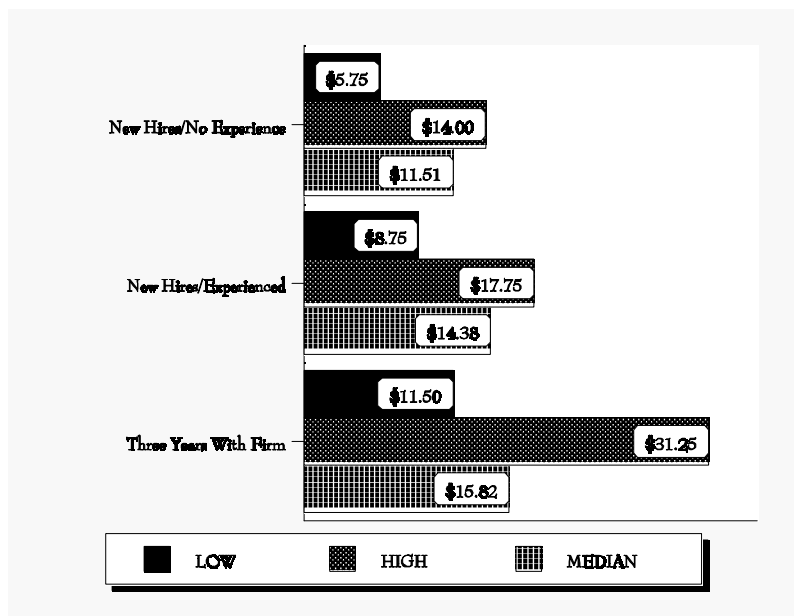
Source: EDD Projections of Employment 1992-1998

### WHERE THE JOBS ARE

- < Not available

## BIO-TECHNOLOGY RESEARCH ASSISTANTS (cont.)

### HOURLY WAGES (Winter 1995/96)



### W O R K P A T T E R N S

- < **Most** employees are full-time and work **40 hours** a week.

### H I R I N G P R A C T I C E S

Percentages only represent responses from surveyed employers.

Recruit via newspaper ads:	92%
Employees' referrals:	54%
In-house promotion or transfer:	54%
Private employment agencies:	38%
Hire unsolicited applicants:	23%

### FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

<u>BENEFITS</u>	<u>FT</u>	<u>PT</u>
Paid Vacation:	100%	23%
Paid Sick Leave:	100%	23%
Retirement Plans:	77%	15%
Medical Insurance:	100%	8%
Dental Insurance:	77%	8%
Vision Insurance:	62%	8%
Life Insurance:	77%	8%
Child Care:	15%	0%

### A D D I T I O N A L I N F O R M A T I O N

- < **EDD California Occupational Guide:** #2007
- < **# Of Firms Responding:** 13
- < **Career Ladder:** Employers indicated promoting workers to higher level positions such as Manager, Research Biologist, Senior Research Associate or Scientist.

## BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS [OES 553380]

*Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Does not include individuals whose primary duty is operating special office machines.*

### OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

#### Technical Skills:

- < Accounting skills
- < Bookkeeping skills
- < Ability to operate 10-key adding machine by touch
- < Ability to use spreadsheet software
- < Ability to use word processing software
- < Ability to use database software
- < Telephone answering skills
- < Ability to write effectively

#### Personal or Other Skills:

- < Ability to perform routine, repetitive work
- < Willingness to work with close supervision
- < Ability to pay attention to detail
- < Public contact skills
- < Ability to work independently

#### Basic Skills:

- < Basic math skills
- < Ability to read and follow instructions
- < Ability to write legibly
- < Oral communication skills

### TRAINING, EDUCATION & EXPERIENCE

**Many** employers indicated that recent hires have an Associate's degree. **Some** employers indicated that recent hires have a high school diploma or equivalent, some college but no degree, or a Bachelor's degree. **Many** employers **always** required related work experience, but **most** employers **sometimes** accepted training as a substitute for work experience. **Most** employers required 12-48 months of experience as a Bookkeeping, Accounting or Auditing Clerk.

### SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- < **Inexperienced:** A little difficult
- < **Experienced:** A little difficult

### EMPLOYMENT STATISTICS & TRENDS

- < **Occupation Size:** Very Large (5,890)
- < **Projected New Jobs:** 80
- < **Openings Due To Separations:** 720
- < **Occupational Growth:** Slower than average (1.4%)

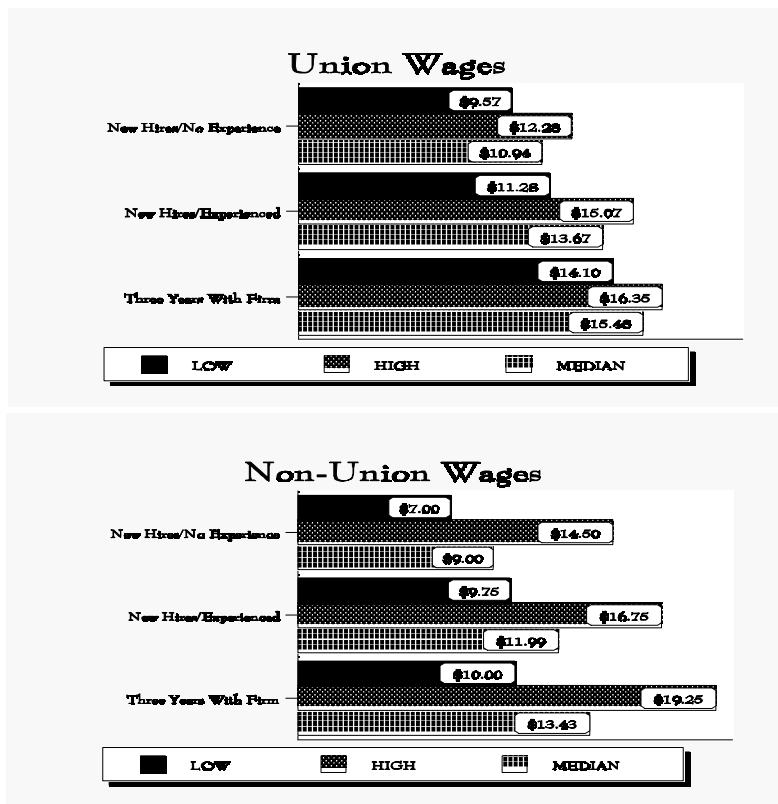
Source: EDD Projections of Employment 1992-1998

### WHERE THE JOBS ARE

- < Accounting, Auditing and Bookkeeping Services
- < Eating Places
- < Real Estate Agents and Managers

# BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS (cont.)

## HOURLY WAGES (Winter 1995/96)



## FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

### BENEFITS

	FT	PT
Paid Vacation:	89%	32%
Paid Sick Leave:	79%	32%
Retirement Plans:	53%	21%
Medical Insurance:	95%	21%
Dental Insurance:	84%	21%
Vision Insurance:	53%	21%
Life Insurance:	79%	21%
Child Care:	5%	5%

## ADDITIONAL INFORMATION

- < **EDD California Occupational Guide:** #26
- < **# Of Firms Responding:** 19
- < **Unionization:** Medium
- < **Career Ladder:** Bookkeeping, Accounting and Auditing Clerks have excellent opportunities to advance to more responsible assignments. Promotion depends on the worker's initiative to obtain advanced education, efficiency, ability to handle volumes of details, supervisory skills, seniority and appropriate experience. Beginners start with recording routine transactions such as accounts receivable/payable. Some are promoted to accounting or auditing positions and, in large organizations, to Office or Credit Manager, Chief Accountant or Assistant Treasurer. Some Bookkeepers are self-employed and provide services to other businesses.

## WORK PATTERNS

- < **Most** employees are full-time and work **40 hours** a week.
- < **Some** employees are part-time and work **20-34 hours** a week.

## HIRING PRACTICES

Percentages only represent responses from surveyed employers.

Recruit via newspaper ads:	74%
Employees' referrals:	53%
In-house promotion or transfer:	42%
Hire unsolicited applicants:	16%
Employment Development Department:	16%
Private employment agencies:	11%
Public school or program referrals:	11%

## BRICK MASONS [OES 873020]

Brick Masons lay building materials, such as brick, structural tile, concrete, cinder, glass, gypsum, and terra cotta block (except stone) to construct or repair walls, partitions, arches, sewers, and other structures. Includes Refractory Brickmasons.

### OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

#### Technical Skills:

- < Ability to use and read a tape measure
- < Ability to read blueprints
- < Ability to use hand tools
- < Ability to operate power hand tools
- < Layout and detail skills
- < Basic construction skills
- < Understanding of building codes
- < Possession of a valid driver's license
- < Understanding of construction terms

#### Physical Abilities:

- < Manual Dexterity
- < Good eye-hand coordination
- < Ability to perform strenuous, physically demanding work

#### Personal or Other Skills:

- < Ability to provide own hand tools
- < Willingness to work with close supervision
- < Ability to work independently

#### Basic Skills:

- < Oral communication skills
- < Ability to write legibly
- < Ability to read and follow instructions
- < Basic math skills

### TRAINING, EDUCATION & EXPERIENCE

**Most** employers indicated that recent hires have a high school diploma or equivalent. **Some** employers indicated that recent hires have an Associate's or Bachelor's degree. **Most** employers **usually** required related work experience, but **sometimes** accepted training as a substitute for work experience.

### SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- < **Inexperienced:** A little difficult
- < **Experienced:** Somewhat difficult

### EMPLOYMENT STATISTICS & TRENDS

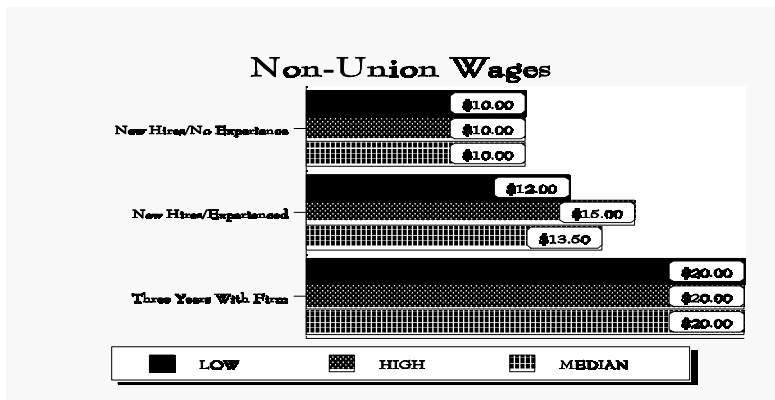
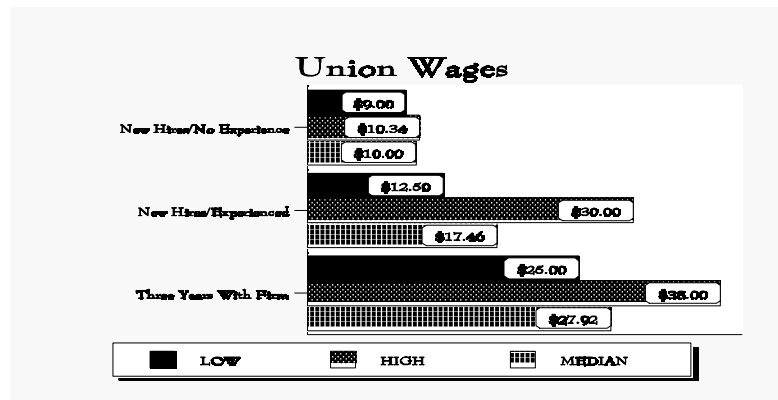
- < **Occupation Size:** Small (60)
- < **Projected New Jobs:** 0
- < **Openings Due To Separations:** 10
- < **Occupational Growth:** Stable (0.0%)

Source: EDD Projections of Employment 1992-1998

### WHERE THE JOBS ARE

- < Single-Family Housing Construction
- < Masonry and Other Stonework

## HOURLY WAGES (Winter 1995/96)



## WORK PATTERNS

< **Most** employees are full-time and work **40 hours** a week.

Survey results found that the majority of the Brick Masons in San Mateo County were Self-Employed or small Independent Contractors.

## HIRING PRACTICES

Percentages only represent responses from surveyed employers.

Union hall referrals:	67%
Employees' referrals:	17%
Recruit via newspaper ads:	17%
Private employment agencies:	17%
Hire unsolicited applicants:	17%

## FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

### BENEFITS

	FT	PT
Paid Vacation:	50%	0%
Paid Sick Leave:	50%	0%
Retirement Plans:	50%	0%
Medical Insurance:	50%	0%
Dental Insurance:	50%	0%
Vision Insurance:	50%	0%
Life Insurance:	50%	0%
Child Care:	0%	0%

## ADDITIONAL INFORMATION

- < **EDD California Occupational Guide:** #204
- < **# Of Firms Responding:** 6
- < **Unionization:** High
- < **Career Ladder:** Successful completion of the apprentice training program is necessary to become a qualified Brick Mason. Experienced Brick Masons can advance to supervisory positions. Some union contracts require a supervisor if three or more workers are employed on the job. With additional training, some Brick Masons become Estimators, whose job is to look at building plans, obtain quotations on masonry material, and prepare and submit bids. Many others establish their own contracting business.

## CASHIERS [OES 490230]

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

### OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

#### Technical Skills:

- < Cash handling skills
- < Ability to follow check cashing procedures
- < Ability to operate a cash register
- < Record keeping skills
- < Word Processing skills
- < Spreadsheet skills

#### Physical Abilities:

- < Ability to stand continuously for 2 or more hours

#### Personal or Other Skills:

- < Public contact skills
- < Ability to work under pressure
- < Willingness to work with close supervision
- < Ability to work independently

#### Basic Skills:

- < Oral communication skills
- < Ability to write legibly
- < Ability to read and follow instructions
- < Basic math skills

### TRAINING, EDUCATION & EXPERIENCE

**Most** employers indicated that recent hires have a high school diploma or equivalent. **Some** employers **sometimes** required related work experience, but **sometimes** or **usually** accepted training as a substitute for work experience. **Many** employers required 2-6 months of experience as a Cashier, Customer Service Representative, or Bank Teller.

### SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants.

- < **Inexperienced:** A little difficult
- < **Experienced:** A little difficult

### EMPLOYMENT STATISTICS & TRENDS

- < **Occupation Size:** Very Large (5,210)
- < **Projected New Jobs:** 490
- < **Openings Due To Separations:** 1,590
- < **Occupational Growth:** Faster than average (9.4%)

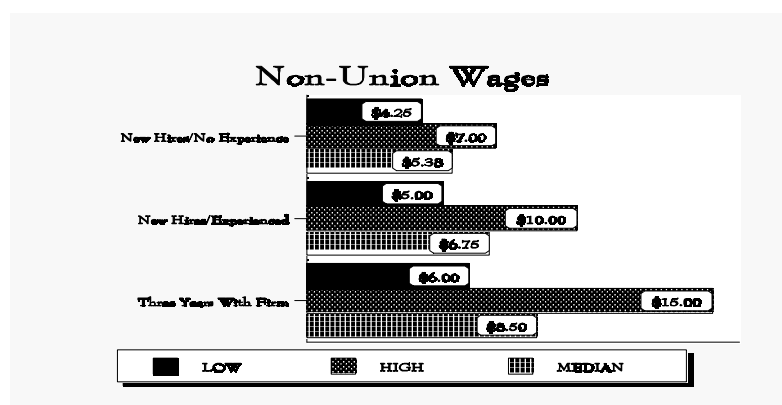
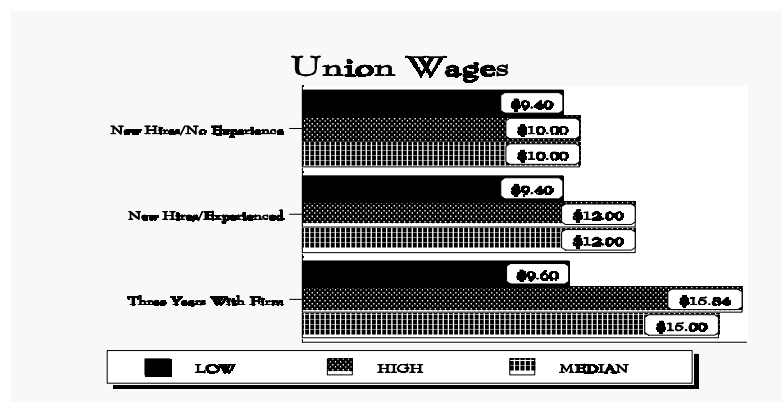
Source: EDD Projections of Employment 1992-1998

### WHERE THE JOBS ARE

- < Grocery Stores
- < Eating Places
- < Gasoline Service Stations
- < Drug Stores and Proprietary Stores

## CASHIERS (cont.)

### HOURLY WAGES (Winter 1995/96)



### W O R K P A T T E R N S

- < **Most** employees are full-time and work **35-50 hours** a week.
- < **Many** employees are part-time and work **15-32 hours** a week.

Below are percentages of employees that worked a certain shift:

- < Day (66%); Swing (29%); Graveyard (5%)

### H I R I N G P R A C T I C E S

Percentages only represent responses from surveyed employers.

Employees' referrals:	81%
Recruit via newspaper ads:	56%
Hire unsolicited applicants:	56%
In-house promotion or transfer:	50%
Public school or program referrals:	19%
Private school referrals:	13%
Employment Development Department:	13%

### FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

#### BENEFITS

#### FT PT

Paid Vacation:	92%	23%
Paid Sick Leave:	69%	23%
Retirement Plans:	69%	23%
Medical Insurance:	92%	23%
Dental Insurance:	92%	23%
Vision Insurance:	69%	15%
Life Insurance:	85%	23%
Child Care:	23%	15%

### A D D I T I O N A L I N F O R M A T I O N

- < **EDD California Occupational Guide: #31**
- < **# Of Firms Responding: 16**
- < **Unionization: Medium**
- < **Career Ladder:** Since the occupation is found in a wide number of industries, promotional opportunities are diverse. A Cashier in private industry may promote to Senior Cashier, Office Cashier, or Supervisor. Occasionally an experienced Cashier with additional education may become a Bookkeeping or Credit Clerk. In State government, promotion may be from Cashier Clerk through several categories to supervising Cashier Clerk II. In most grocery chains, opportunities for promotion are good. Cashiers interested in working toward full-time careers may be able to advance to Department Head Clerk and eventually to Store Manager.



## COOKS - RESTAURANT [OES 650260]

*Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.*

### OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

#### Technical Skills:

- < *Sauce making skills*
- < *Ability to plan and organize the work of others*
- < *Database skills*

#### Physical Abilities:

- < *Ability to stand continuously for 2 or more hours*
- < *Ability to lift 30 lbs. repeatedly*

#### Personal or Other Skills:

- < *Willingness to work with close supervision*
- < *Ability to work independently*
- < *Ability to work under pressure*

#### Basic Skills:

- < *Oral communication skills*
- < *Ability to read and follow instructions*

### TRAINING, EDUCATION & EXPERIENCE

**Most** employers indicated that recent hires have a high school diploma or equivalent. **Most** employers usually required related work experience, but **sometimes** accepted training as a substitute for work experience. **Most** employers required 12-60 months of experience as a Cook.

### SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- < **Inexperienced:** *A little difficult*
- < **Experienced:** *Somewhat difficult*

### EMPLOYMENT STATISTICS & TRENDS

- < **Occupation Size:** *Large (1,760)*
- < **Projected New Jobs:** *140*
- < **Openings Due To Separations:** *330*
- < **Occupational Growth:** *Faster than average (8.0%)*

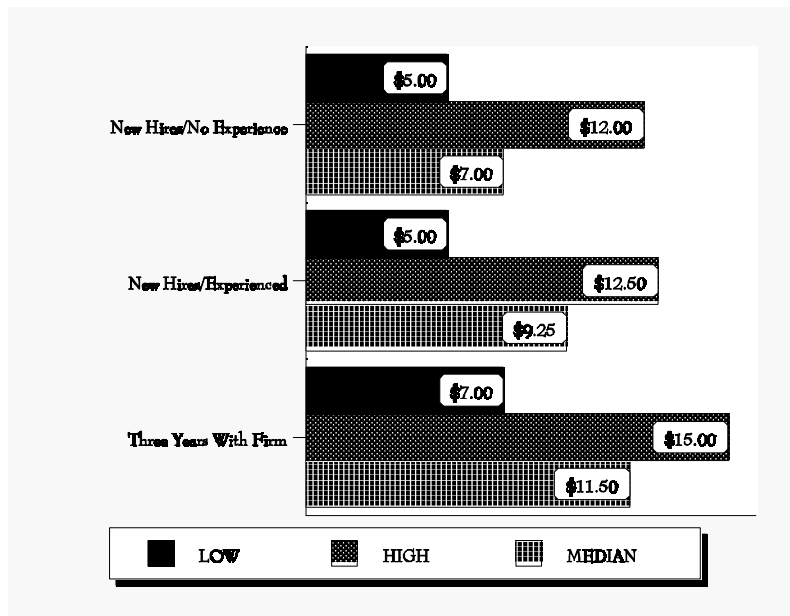
Source: EDD Projections of Employment 1992-1998

### WHERE THE JOBS ARE

- < *Eating Places*
- < *Hotels and Motels*

## COOKS - RESTAURANT (cont.)

### HOURLY WAGES (Winter 1995/96)



### W O R K P A T T E R N S

- < **Most** employees are full-time and work **40 hours** a week.
- < **Some** employees are part-time and work **20-30 hours** a week.

Below are percentages of employees that worked a certain shift:

- < Day (41%); Swing (50%); Graveyard (9%)

### H I R I N G P R A C T I C E S

Percentages only represent responses from surveyed employers.

Employees' referrals:	75%
Recruit via newspaper ads:	75%
Hire unsolicited applicants:	44%
In-house promotion or transfer:	31%
Public school or program referrals:	25%
Private school referrals:	19%
Employment Development Department:	19%

### FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

#### BENEFITS

	<u>FT</u>	<u>PT</u>
Paid Vacation:	93%	7%
Paid Sick Leave:	79%	7%
Retirement Plans:	57%	0%
Medical Insurance:	100%	0%
Dental Insurance:	86%	0%
Vision Insurance:	43%	0%
Life Insurance:	57%	0%
Child Care:	29%	0%

### A D D I T I O N A L I N F O R M A T I O N

- < **EDD California Occupational Guide:** #93
- < **# Of Firms Responding:** 16
- < **Unionization:** Low
- < **Career Ladder:** Advancement for a Cook may take the form of a more responsible position within the same restaurant, or a similar position in a larger or better establishment. Experienced, creative Cooks with supervisory skills may eventually become Chefs. Some may open their own restaurants.

## DENTAL ASSISTANTS [OES 660020]

*Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.*

### OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

#### Technical Skills:

- < Ability to perform or assist with dental procedures
- < Understanding of coronal polishing
- < Knowledge of dental materials
- < Ability to follow billing procedures
- < Possession of a Radiation Safety Certificate
- < Possession of a Registered Dental Assistant (RDA) Certificate
- < Telephone answering skills
- < Ability to write effectively
- < Record keeping skills
- < Spreadsheet skills

#### Personal or Other Skills:

- < Good grooming skills
- < Public contact skills
- < Willingness to work with close supervision
- < Ability to work independently

#### Basic Skills:

- < Oral communication skills
- < Ability to write legibly
- < Ability to read and follow instructions
- < Basic math skills
- < Ability to follow oral instructions

### TRAINING, EDUCATION & EXPERIENCE

**Many** employers indicated that recent hires have a high school diploma or equivalent. **Some** employers indicated that recent hires have some college but no degree or an Associate's degree. **Most** employers **usually** required related work experience, but **sometimes** accepted training as a substitute for work experience. **Most** employers required 4-36 months of experience as a Dental Assistant.

### SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- < **Inexperienced:** Somewhat difficult
- < **Experienced:** Somewhat difficult

### EMPLOYMENT STATISTICS & TRENDS

- < **Occupation Size:** Medium (590)
- < **Projected New Jobs:** 60
- < **Openings Due To Separations:** 80
- < **Occupational Growth:** Faster than average (10.2%)

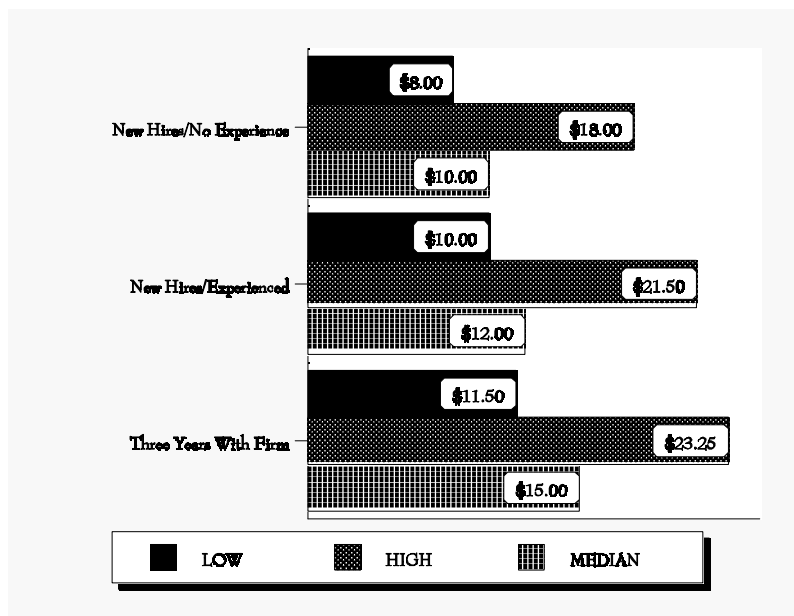
Source: EDD Projections of Employment 1992-1998

### WHERE THE JOBS ARE

- < Offices and Clinics of Dentists

## DENTAL ASSISTANTS (cont.)

### HOURLY WAGES (Winter 1995/96)



### W O R K P A T T E R N S

- < **Most** employees are full-time and work **40 hours** a week.
- < **Some** employees are part-time and work **8-30 hours** a week.

### H I R I N G P R A C T I C E S

Percentages only represent responses from surveyed employers.

Recruit via newspaper ads:	70%
Employees' referrals:	60%
Public school or program referrals:	35%
Private employment agencies:	25%
Private school referrals:	25%
In-house promotion or transfer:	10%

### FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

#### BENEFITS

	<u>FT</u>	<u>PT</u>
Paid Vacation:	95%	16%
Paid Sick Leave:	79%	16%
Retirement Plans:	37%	0%
Medical Insurance:	100%	5%
Dental Insurance:	68%	5%
Vision Insurance:	11%	0%
Life Insurance:	11%	0%
Child Care:	0%	0%

### A D D I T I O N A L I N F O R M A T I O N

- < **EDD California Occupational Guide:** #27
- < **# Of Firms Responding:** 20
- < **Career Ladder:** Promotional opportunities for Dental Assistants are limited. Those who become Registered Dental Assistants or learn some aspects of Dental Technician work increase their salary. In large offices where a number of Dentists work together, an Assistant may advance to Office Supervisor or Manager. Dental Assistants are frequently selected over other candidates if they apply for a Dental Hygienist training.

## DENTAL LABORATORY TECHNICIANS - PRECISION [OES 899210]

Dental Laboratory Technicians-Precision perform precision tasks, such as construction and repair of full or partial dentures or dental appliances or apparatus, following prescriptions or specifications of Dentists or Orthodontists. They may also provide analytical and diagnostic services. The occupation includes such workers as Dental Ceramists, Crown and Bridge Technicians, and Orthodontic Technicians. Does not include Assistants, Bite-Block Makers, Opaquers, and Denture and Coiler Packers.

### OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

#### Technical Skills:

- < Ability to operate precision measuring instruments
- < Ceramics skills
- < Ability to operate precision laboratory equipment
- < Ability to follow laboratory procedures
- < Ability to operate power hand tools
- < Ability to pass a work performance test
- < Word Processing skills
- < Spreadsheet skills

#### Physical Abilities:

- < Finger dexterity
- < Possession of good color perception

#### Personal or Other Skills:

- < Willingness to work with close supervision
- < Ability to work independently

#### Basic Skills:

- < Oral communication skills
- < Ability to write legibly
- < Basic math skills
- < Ability to read and follow instructions

### TRAINING, EDUCATION & EXPERIENCE

**Most** employers indicated that recent hires have an Associate's degree. **Some** employers indicated that recent hires have a high school diploma or equivalent or some college but no degree. **Most** employers **always** required related work experience, but **sometimes** accepted training as a substitute for work experience. **Most** employers required 12-60 months of experience as a Dental Technician, Wax Technician, or Ceramist.

### SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- < **Inexperienced:** Somewhat difficult
- < **Experienced:** Somewhat difficult

### EMPLOYMENT STATISTICS & TRENDS

- < **Occupation Size:** Small (160)
- < **Projected New Jobs:** 10
- < **Openings Due To Separations:** 30
- < **Occupational Growth:** Average (6.3%)

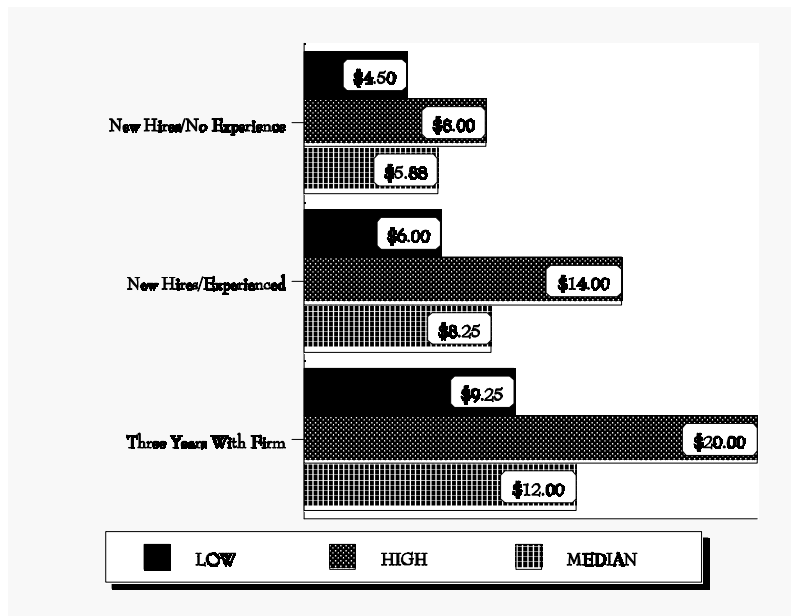
Source: EDD Projections of Employment 1992-1998

### WHERE THE JOBS ARE

- < Dental Laboratories
- < Offices and Clinics of Dentists

## DENTAL LABORATORY TECHNICIANS - PRECISION *(cont.)*

### HOURLY WAGES (Winter 1995/96)



### W O R K P A T T E R N S

- < **Most** employees are full-time and work **40 hours** a week.
- < **Some** employees are part-time and work **9-32 hours** a week.

### H I R I N G P R A C T I C E S

Percentages only represent responses from surveyed employers.

Recruit via newspaper ads:	67%
Employees' referrals:	33%
Public school or program referrals:	20%

### FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

#### BENEFITS

	<u>FT</u>	<u>PT</u>
Paid Vacation:	67%	17%
Paid Sick Leave:	50%	17%
Retirement Plans:	17%	0%
Medical Insurance:	75%	8%
Dental Insurance:	42%	0%
Vision Insurance:	25%	0%
Life Insurance:	25%	0%
Child Care:	0%	0%

### A D D I T I O N A L I N F O R M A T I O N

- < **EDD California Occupational Guide:** #243
- < **# Of Firms Responding:** 15
- < **Career Ladder:** In large laboratories, there are opportunities for promotion to Supervisor, Department Head, or Manager positions, especially for those who keep up with the technology and refine their skills. Laboratories sometimes offer a percentage of the profit or a partnership to their most skilled Technicians.

## FOOD PREPARATION WORKERS [OES 650380]

*Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.*

### OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

#### Technical Skills:

- < Sandwich making skills
- < Knowledge of sanitary work environment
- < Ability to handle multiple food orders in a timely fashion

#### Physical Abilities:

- < Ability to stand continuously for 2 or more hours
- < Ability to work rapidly

#### Personal or Other Skills:

- < High standards of personal cleanliness
- < Public contact skills
- < Ability to work under pressure
- < Ability to work independently

#### Basic Skills:

- < Oral communication skills
- < Ability to read and follow instructions
- < Ability to follow oral instructions

### TRAINING, EDUCATION & EXPERIENCE

**Most** employers indicated that recent hires have a high school diploma or equivalent. **Some** employers indicated that recent hires have less than a high school education. **Most** employers **sometimes** required related work experience, but **sometimes** accepted training as a substitute for work experience. **Many** employers required 3-6 months of experience as a Food Service Worker.

### SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- < **Inexperienced:** A little difficult
- < **Experienced:** A little difficult

### EMPLOYMENT STATISTICS & TRENDS

- < **Occupation Size:** Very Large (3,760)
- < **Projected New Jobs:** 200
- < **Openings Due To Separations:** 1,220
- < **Occupational Growth:** Slower than average (5.3%)

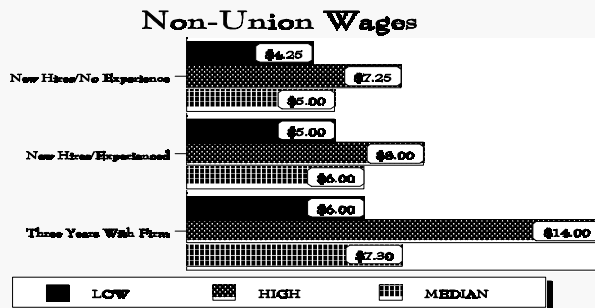
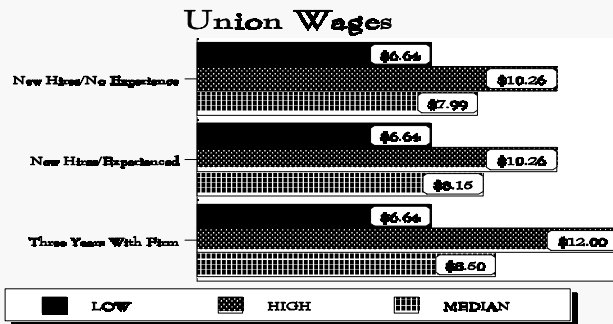
Source: EDD Projections of Employment 1992-1998

### WHERE THE JOBS ARE

- < Eating Places
- < Elementary and Secondary Schools
- < Grocery Stores
- < Hotels and Motels

## FOOD PREPARATION WORKERS (cont.)

### HOURLY WAGES (Winter 1995/96)



### W O R K P A T T E R N S

- < **Most** employees are full-time and work **40 hours** a week.
- < **Some** employees are part-time and work **16-27 hours** a week.
- < **Some** employees are temporary/on-call and work **10-30 hours** a week.

Below are percentages of employees that worked a certain shift:

- < Day (59%); Swing (24%); Graveyard (13%); On-call (4%)

### H I R I N G P R A C T I C E S

Percentages only represent responses from surveyed employers.

Employees' referrals:	59%
Recruit via newspaper ads:	53%
Hire unsolicited applicants:	53%
In-house promotion or transfer:	47%
Public school or program referrals:	18%
Employment Development Department:	18%
Private school referrals:	12%
Union hall referrals:	12%

### FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

#### BENEFITS

	<u>FT</u>	<u>PT</u>
Paid Vacation:	91%	45%
Paid Sick Leave:	55%	45%
Retirement Plans:	55%	27%
Medical Insurance:	82%	45%
Dental Insurance:	73%	45%
Vision Insurance:	27%	27%
Life Insurance:	55%	36%
Child Care:	9%	0%

### A D D I T I O N A L I N F O R M A T I O N

- < **EDD California Occupational Guide:** *Not available*
- < **# Of Firms Responding:** 17
- < **Unionization:** *Medium*
- < **Career Ladder:** *Employers indicated promoting workers to higher level positions such as Cook, Supervisor or Manager.*



## GARDENERS, GROUNDSKEEPERS - EXCEPT FARM [OES 790300]

Gardeners and Groundskeepers maintain grounds of public or private property, using hand/power tools or equipment. They may perform any combination of tasks, such as mowing, trimming, planting, watering, fertilizing, digging, raking, and sweeping. Additional duties may include minimal care and upkeep of buildings and equipment. They may plan and execute small-scale landscaping operations. They may dig and prepare graves. Does not include Groundskeepers who disseminate information to the public and patrol public parks to enforce rules and regulations and to detect fires.

### OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

#### Technical Skills:

- < Lawn and garden care skills
- < Knowledge of gardening tools
- < Possession of a valid driver's license

#### Physical Abilities:

- < Ability to lift at least 75 lbs. repeatedly

#### Personal or Other Skills:

- < Willingness to work with close supervision
- < Ability to work independently

#### Basic Skills:

- < Oral communication skills
- < Ability to read and follow instructions

### TRAINING, EDUCATION & EXPERIENCE

**Most** employers indicated that recent hires have a high school diploma or equivalent. **Many** employers **sometimes** required related work experience, but **most** employers **sometimes** accepted training as a substitute for work experience. **Many** employers required 6-24 months of experience as a Gardener, Groundskeeper, or Maintenance Worker.

### SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- < **Inexperienced:** Not difficult
- < **Experienced:** A little difficult

### EMPLOYMENT STATISTICS & TRENDS

- < **Occupation Size:** Very Large (2,030)
- < **Projected New Jobs:** 210
- < **Openings Due To Separations:** 200
- < **Occupational Growth:** Faster than average (10.3%)

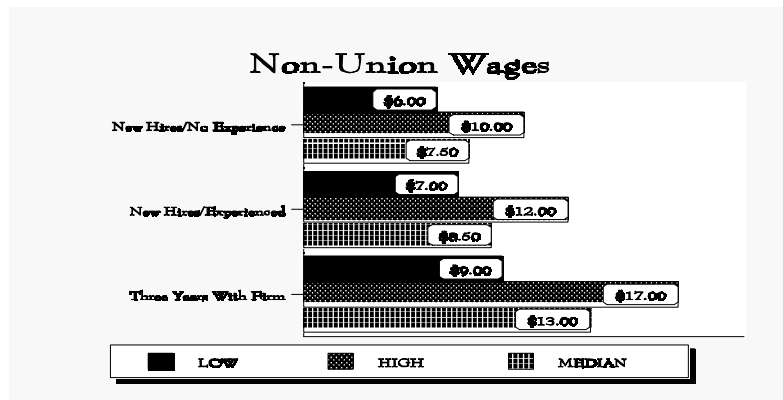
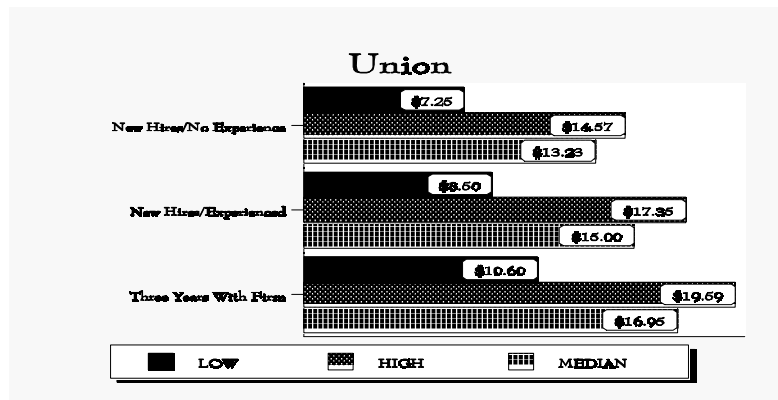
Source: EDD Projections of Employment 1992-1998

### WHERE THE JOBS ARE

- < Landscape and Horticultural Services
- < Local Government
- < Cemetery Subdividers and Developers
- < Membership Sports and Recreation Clubs
- < Elementary and Secondary Schools

## GARDENERS, GROUNDSKEEPERS - EXCEPT FARM (cont.)

### HOURLY WAGES (Winter 1995/96)



### FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

#### BENEFITS

	<u>FT</u>	<u>PT</u>
Paid Vacation:	100%	0%
Paid Sick Leave:	100%	0%
Retirement Plans:	75%	0%
Medical Insurance:	100%	0%
Dental Insurance:	94%	0%
Vision Insurance:	69%	0%
Life Insurance:	50%	0%
Child Care:	6%	0%

### ADDITIONAL INFORMATION

- < **EDD California Occupational Guide:** #320
- < **# Of Firms Responding:** 16
- < **Unionization:** High
- < **Career Ladder:** With experience and further training, Gardeners and Groundskeepers can advance to Supervisor, Landscape Manager, or Contractor/Owner of a private landscaping business.

### WORK PATTERNS

- < **Most** employees are full-time and work **40 hours** a week.

### HIRING PRACTICES

Percentages only represent responses from surveyed employers.

Employees' referrals:	50%
Recruit via newspaper ads:	50%
In-house promotion or transfer:	50%
Hire unsolicited applicants:	31%
Employment Development Department:	19%
Public school or program referrals:	13%
Private school referrals:	13%

## GENERAL OFFICE CLERKS [OES 553470]

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Does not include workers whose duties are narrowly defined.

### OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

#### Technical Skills:

- < Record keeping skills
- < Alphabetic and numeric filing skills
- < English grammar, spelling and punctuation skills
- < Telephone answering skills
- < Ability to write effectively
- < Ability to type at least 45 wpm
- < Word Processing skills

#### Personal or Other Skills:

- < Ability to perform routine, repetitive work
- < Public contact skills
- < Willingness to work with close supervision
- < Ability to work independently

#### Basic Skills:

- < Oral communication skills
- < Ability to write legibly
- < Ability to read and follow instructions
- < Basic math skills

### TRAINING, EDUCATION & EXPERIENCE

**Most** employers indicated that recent hires have a high school diploma or equivalent. **Some** employers indicated that recent hires have some college but no degree. **Many** employers **usually** required related work experience, but **most** employers **sometimes** accepted training as a substitute for work experience. **Most** employers required 12-60 months of experience as a General Office Clerk, Secretary, or Receptionist.

### SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- < **Inexperienced:** A little difficult
- < **Experienced:** A little difficult

### EMPLOYMENT STATISTICS & TRENDS

- < **Occupation Size:** Very Large (8,030)
- < **Projected New Jobs:** 640
- < **Openings Due To Separations:** 730
- < **Occupational Growth:** Faster than average (8.0%)

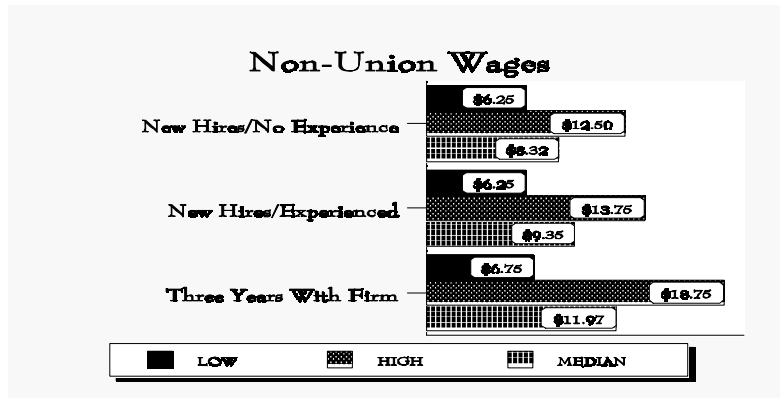
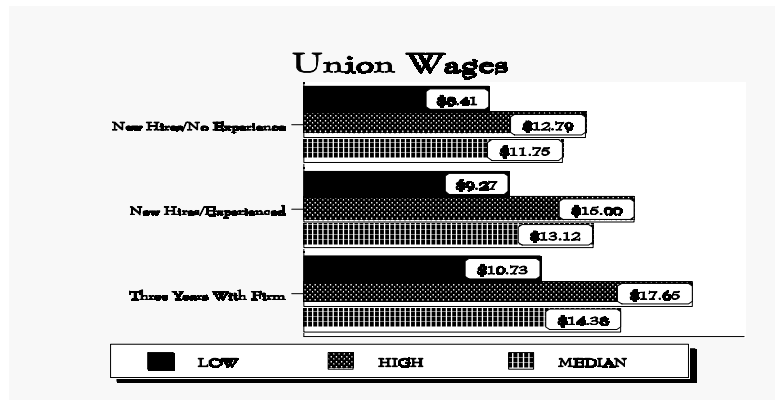
Source: EDD Projections of Employment 1992-1998

### WHERE THE JOBS ARE

- < Local Government
- < Freight Transportation Arrangement
- < Help Supply Services
- < Elementary and Secondary Schools

## GENERAL OFFICE CLERKS (cont.)

### HOURLY WAGES (Winter 1995/96)



### FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

#### BENEFITS

	<u>FT</u>	<u>PT</u>
Paid Vacation:	94%	35%
Paid Sick Leave:	94%	35%
Retirement Plans:	76%	29%
Medical Insurance:	94%	35%
Dental Insurance:	88%	29%
Vision Insurance:	47%	24%
Life Insurance:	88%	29%
Child Care:	6%	0%

### ADDITIONAL INFORMATION

- < **EDD California Occupational Guide:** *Not available*
- < **# Of Firms Responding:** 18
- < **Unionization:** *High*
- < **Career Ladder:** *Employers indicated promoting workers to higher level positions such as Administrative Secretary, Bookkeeper or Supervisor.*

### WORK PATTERNS

- < **Most** employees are full-time and work **40 hours** a week.
- < **Some** employees are part-time and work **15-31 hours** a week.

### HIRING PRACTICES

Percentages only represent responses from surveyed employers.

Recruit via newspaper ads:	94%
Employees' referrals:	44%
In-house promotion or transfer:	44%
Public school or program referrals:	28%
Employment Development Department:	22%
Hire unsolicited applicants:	11%

## GUARDS AND WATCH GUARDS [OES 630470]

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

### OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

#### Technical Skills:

- < Ability to follow security protection procedures
- < Bondable
- < Security guard registration (Guard Card)
- < Ability to write effectively
- < Possession of a valid driver's license

#### Personal or Other Skills:

- < Possession of a clean police record
- < Public contact skills
- < Willingness to work with close supervision
- < Ability to work independently

#### Basic Skills:

- < Oral communication skills
- < Ability to write legibly
- < Ability to read and follow instructions

### TRAINING, EDUCATION & EXPERIENCE

**Most** employers indicated that recent hires have a high school diploma or equivalent. **Some** employers indicated that recent hires have some college but no degree. **Many** employers **sometimes** required related work experience, but **most** employers **sometimes** accepted training as a substitute for work experience. **Most** employers required 3-6 months of experience as a Guard or Security Officer.

### SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- < **Inexperienced:** A little difficult
- < **Experienced:** A little difficult

### EMPLOYMENT STATISTICS & TRENDS

- < **Occupation Size:** Large (1,520)
- < **Projected New Jobs:** 230
- < **Openings Due To Separations:** 230
- < **Occupational Growth:** Much faster than average (15.1%)

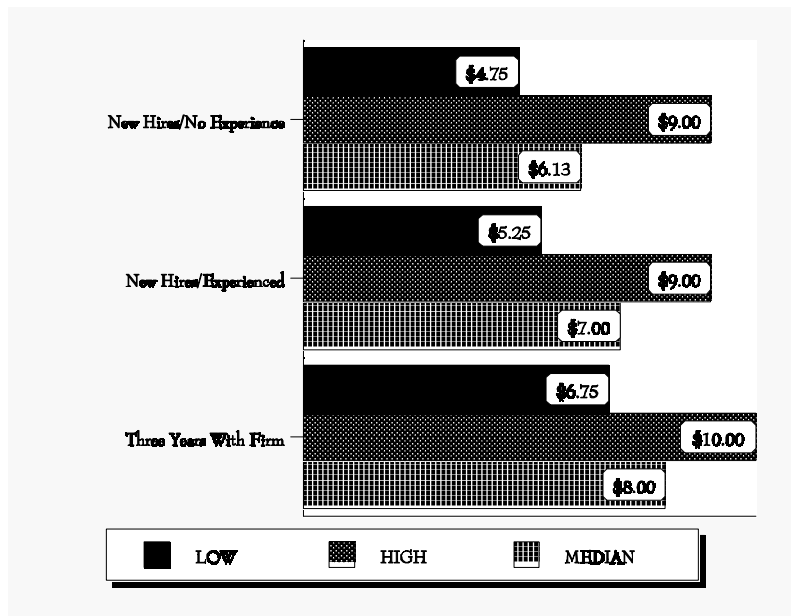
Source: EDD Projections of Employment 1992-1998

### WHERE THE JOBS ARE

- < Detective and Armored Car Services
- < Real Estate Agents and Managers
- < Hotels and Motels
- < Elementary and Secondary Schools
- < Racing, Including Track Operation

## GUARDS AND WATCH GUARDS (cont.)

### HOURLY WAGES (Winter 1995/96)



### W O R K P A T T E R N S

- < **Most** employees are full-time and work **40 hours** a week.
- < **Some** employees are part-time and work **20-30 hours** a week.

Below are percentages of employees that worked a certain shift:

- < Day (38%); Swing (40%); Graveyard (21%); Double shift (1%)

### H I R I N G P R A C T I C E S

Percentages only represent responses from surveyed employers.

Employees' referrals:	82%
Recruit via newspaper ads:	82%
Hire unsolicited applicants:	64%
Employment Development Department:	45%
Public school or program referrals:	27%
Private employment agencies:	18%
In-house promotion or transfer:	18%

### FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

#### BENEFITS

	<u>FT</u>	<u>PT</u>
Paid Vacation:	78%	22%
Paid Sick Leave:	33%	22%
Retirement Plans:	22%	11%
Medical Insurance:	89%	33%
Dental Insurance:	44%	11%
Vision Insurance:	33%	0%
Life Insurance:	67%	22%
Child Care:	0%	0%

### A D D I T I O N A L I N F O R M A T I O N

- < **EDD California Occupational Guide:** #75
- < **# Of Firms Responding:** 11
- < **Unionization:** Low
- < **Career Ladder:** With more experience and/or education, one can advance through one of the following career paths: Security Guard, Security Supervisor, Owner/Operator - Security Service.

## HAND PACKERS AND PACKAGERS [OES 989020]

*Hand Packers and Packers pack or package by hand a wide variety of products and materials. Does not include workers whose jobs require more than minimum training.*

### OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

#### Technical Skills:

- < *Good eye-hand coordination*
- < *Ability to stand continuously for 2 or more hours*
- < *Spreadsheet skills*

#### Personal or Other Skills:

- < *Willingness to work with close supervision*
- < *Ability to work independently*

#### Basic Skills:

- < *Oral communication skills*
- < *Ability to write legibly*
- < *Ability to read and follow instructions*
- < *Basic math skills*

### TRAINING, EDUCATION & E X P E R I E N C E

**Most** employers indicated that recent hires have a high school diploma or equivalent. **Some** employers indicated that recent hires have some college but no degree. **Most** employers **sometimes** required related work experience, but **sometimes** accepted training as a substitute for work experience. **Some** employers required 6-24 months of experience as a Warehouse Worker.

### SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- < **Inexperienced:** *A little difficult*
- < **Experienced:** *A little difficult*

### E M P L O Y M E N T STATISTICS & TRENDS

- < **Occupation Size:** *Large (1,620)*
- < **Projected New Jobs:** *130*
- < **Openings Due To Separations:** *200*
- < **Occupational Growth:** *Faster than average (8.0%)*

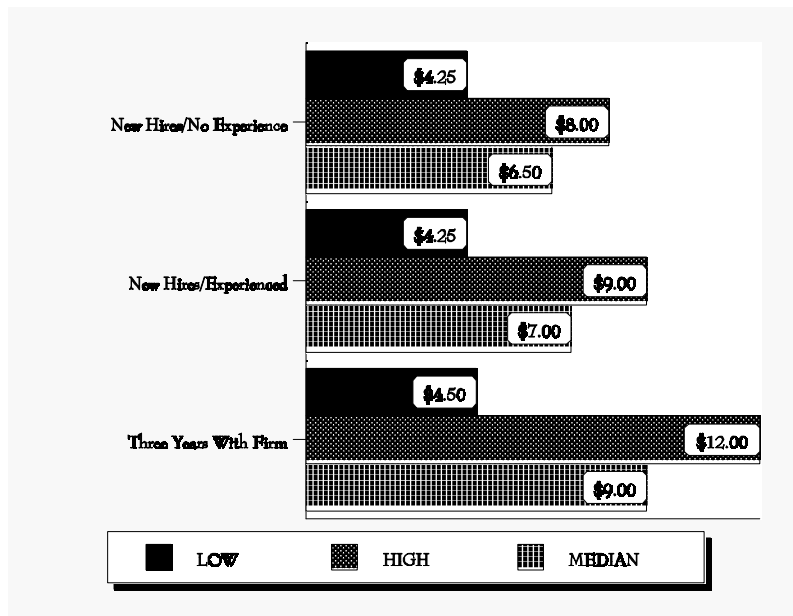
Source: EDD Projections of Employment 1992-1998

### WHERE THE JOBS ARE

- < Candy and Other Confectionary Products
- < Freight Transportation Arrangement
- < Business Services
- < Groceries and Related Products

## HAND PACKERS AND PACKAGERS (cont.)

### HOURLY WAGES (Winter 1995/96)



### W O R K P A T T E R N S

- < **Some** employees are full-time and work **40 hours** a week.
- < **Most** employees are temporary/on call and work **15 hours** a week.

Below are percentages of employees that worked a certain shift:

- < Day (91%); Swing (2%); Graveyard (7%)

### H I R I N G P R A C T I C E S

Percentages only represent responses from surveyed employers.

Employees' referrals:	78%
Recruit via newspaper ads:	67%
In-house promotion or transfer:	56%
Hire unsolicited applicants:	44%
Public school or program referrals:	44%
Employment Development Department:	44%

### FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

#### BENEFITS

	<u>FT</u>	<u>PT</u>
Paid Vacation:	78%	22%
Paid Sick Leave:	44%	22%
Retirement Plans:	33%	0%
Medical Insurance:	78%	11%
Dental Insurance:	33%	0%
Vision Insurance:	11%	0%
Life Insurance:	44%	0%
Child Care:	0%	0%

### A D D I T I O N A L I N F O R M A T I O N

- < **EDD California Occupational Guide:** Not available
- < **# Of Firms Responding:** 9
- < **Career Ladder:** Employers indicated promoting workers to higher level positions such as Truck Driver or Manager.



## HOTEL DESK CLERKS [OES 538080]

*Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.*

### OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

#### Technical Skills:

- < Record keeping skills
- < Cash handling skills
- < Ability to follow billing procedures
- < Ability to write effectively
- < Word Processing skills
- < Database skills

#### Personal or Other Skills:

- < Good grooming skills
- < Customer service skills
- < Willingness to work with close supervision
- < Ability to work independently
- < Ability to work under pressure

#### Basic Skills:

- < Oral communication skills
- < Ability to write legibly
- < Ability to read and follow instructions
- < Basic math skills

### TRAINING, EDUCATION & EXPERIENCE

**Most** employers indicated that recent hires have a high school diploma or equivalent. **Some** employers indicated that recent hires have some college but no degree. **Most** employers **sometimes** required related work experience, but **sometimes** accepted training as a substitute for work experience. **Most** employers required 6-24 months of experience as a Front Desk Clerk or Customer Service Representative.

### SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- < **Inexperienced:** A little difficult
- < **Experienced:** A little difficult

### EMPLOYMENT STATISTICS & TRENDS

- < **Occupation Size:** Small (360)
- < **Projected New Jobs:** 30
- < **Openings Due To Separations:** 40
- < **Occupational Growth:** Faster than average (8.3%)

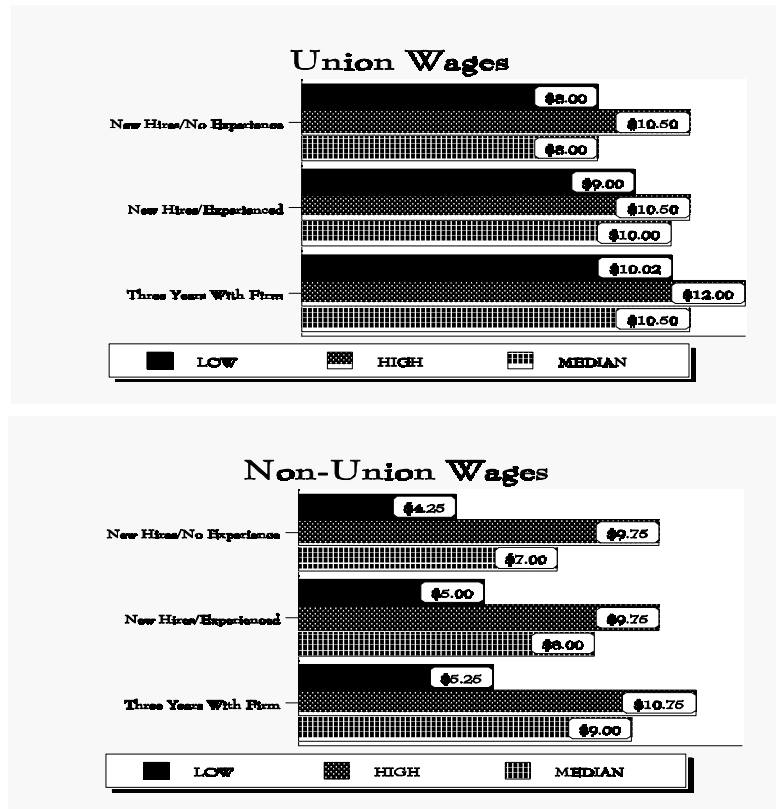
Source: EDD Projections of Employment 1992-1998

### WHERE THE JOBS ARE

- < Hotels and Motels

## HOTEL DESK CLERKS (cont.)

### HOURLY WAGES (Winter 1995/96)



### W O R K P A T T E R N S

- < **Most** employees are full-time and work **40 hours** a week.
- < **Some** employees are part-time and work **10-30 hours** a week.

Below are percentages of employees that worked a certain shift:

- < Day (44%); Swing (40%); Graveyard (15%); On-call (1%)

### H I R I N G P R A C T I C E S

Percentages only represent responses from surveyed employers.

Recruit via newspaper ads:	83%
Hire unsolicited applicants:	44%
Employees' referrals:	39%
In-house promotion or transfer:	39%
Employment Development Department:	22%
Public school or program referrals:	17%

### FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

#### BENEFITS

	<u>FT</u>	<u>PT</u>
Paid Vacation:	100%	8%
Paid Sick Leave:	85%	8%
Retirement Plans:	62%	0%
Medical Insurance:	100%	15%
Dental Insurance:	92%	8%
Vision Insurance:	54%	8%
Life Insurance:	77%	8%
Child Care:	15%	8%

### A D D I T I O N A L I N F O R M A T I O N

- < **EDD California Occupational Guide: #70**
- < **# Of Firms Responding: 18**
- < **Unionization: Medium**
- < **Career Ladder:** Advancement often depends on the employee's personal characteristics, experience, training, work performance and education. A Hotel Desk Clerk may advance to Chief Room Clerk, Assistant Front Office Manager, Front Office Manager, Sales and Promotion Manager or Hotel Manager. Experience is important for upward mobility. Top managerial posts usually require many years of experience and specialized training. Employers prefer a college background for management training positions. Desk Clerks may improve their opportunities for advancement by taking college courses in general business. Home study courses are offered by the Educational Institute of the American Hotel and Motel Association. Courses in hotel operation are offered at many private and public schools.

## JANITORS AND CLEANERS - EXCEPT MAIDS AND HOUSEKEEPING CLEANERS [OES 670050]

*Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Does not include Maids and Housekeepers.*

### OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

#### Technical Skills:

- < Ability to operate floor polishing equipment
- < Understanding of cleaning compounds and solutions
- < Window washing skills
- < Ability to shampoo carpets
- < Possession of a valid driver's license

#### Personal or Other Skills:

- < Willingness to work with close supervision
- < Ability to work independently

#### Basic Skills:

- < Oral communication skills
- < Ability to write legibly
- < Ability to read and follow instructions

### TRAINING, EDUCATION & EXPERIENCE

**Most** employers indicated that recent hires have a high school diploma or equivalent. **Most** employers **sometimes** required related work experience, but **sometimes** accepted training as a substitute for work experience. **Many** employers required 6-24 months of experience as a Janitor.

### SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- < **Inexperienced:** A little difficult
- < **Experienced:** A little difficult

### EMPLOYMENT STATISTICS & TRENDS

- < **Occupation Size:** Very Large (4,280)
- < **Projected New Jobs:** 490
- < **Openings Due To Separations:** 620
- < **Occupational Growth:** Much faster than average (11.4%)

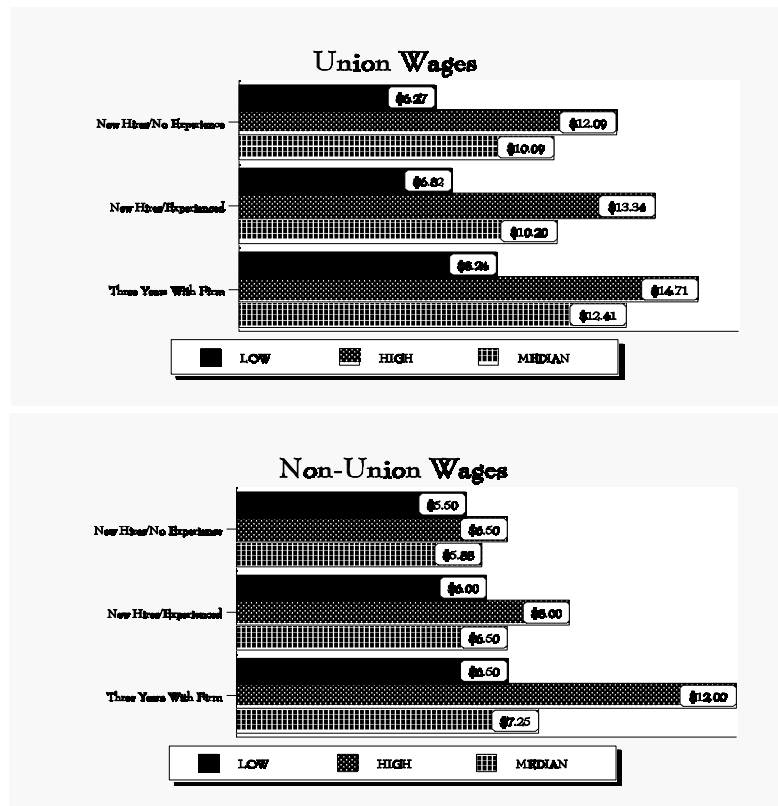
Source: EDD Projections of Employment 1992-1998

### WHERE THE JOBS ARE

- < Building Maintenance Services
- < Elementary and Secondary Schools
- < Eating Places
- < Real Estate Agents and Managers
- < Hotels and Motels

# JANITORS AND CLEANERS - EXCEPT MAIDS AND HOUSEKEEPING CLEANERS (cont.)

## HOURLY WAGES (Winter 1995/96)



## FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

### BENEFITS

	FT	PT
Paid Vacation:	100%	55%
Paid Sick Leave:	82%	55%
Retirement Plans:	82%	36%
Medical Insurance:	91%	36%
Dental Insurance:	73%	36%
Vision Insurance:	55%	36%
Life Insurance:	36%	27%
Child Care:	9%	0%

## ADDITIONAL INFORMATION

- < **EDD California Occupational Guide: #88**
- < **# Of Firms Responding: 15**
- < **Unionization: Medium**
- < **Career Ladder:** Experienced Janitors and Cleaners may advance to Maintenance Supervisor over time, and with financial security may eventually own and operate their own janitorial service.

## WORK PATTERNS

- < **Most** employees are full-time and work **38-40 hours** a week.
- < **Some** employees are part-time and work **20-30 hours** a week.

Below are percentages of employees that worked a certain shift:

- < Day (43%); Swing (53%); Graveyard (4%)

## HIRING PRACTICES

Percentages only represent responses from surveyed employers.

Employees' referrals:	67%
Recruit via newspaper ads:	40%
In-house promotion or transfer:	40%
Hire unsolicited applicants:	13%
Union hall referrals:	13%

## MAINTENANCE REPAIRERS - GENERAL UTILITY [OES 851320]

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boiler-making, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

### OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

#### Technical Skills:

- < Ability to operate power hand tools
- < Ability to repair and install heating and air conditioning systems
- < Painting skills
- < Carpentry skills
- < Electrical repair skills
- < Plumbing repair skills
- < Word Processing skills

#### Physical Abilities:

- < Ability to lift at least 50 lbs. repeatedly

#### Personal or Other Skills:

- < Willingness to work with close supervision
- < Ability to work independently

#### Basic Skills:

- < Oral communication skills
- < Ability to write legibly
- < Basic math skills
- < Ability to read and follow instructions

### TRAINING, EDUCATION & EXPERIENCE

**Most** employers indicated that recent hires have a high school diploma or equivalent. **Many** employers **sometimes** required related work experience, but **sometimes** accepted training as a substitute for work experience. **Some** employers required 12 months of experience as a Maintenance Worker.

### SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- < **Inexperienced:** A little difficult
- < **Experienced:** A little difficult

### EMPLOYMENT STATISTICS & TRENDS

- < **Occupation Size:** Very Large (2,880)
- < **Projected New Jobs:** 170
- < **Openings Due To Separations:** 230
- < **Occupational Growth:** Slower than average (5.9%)

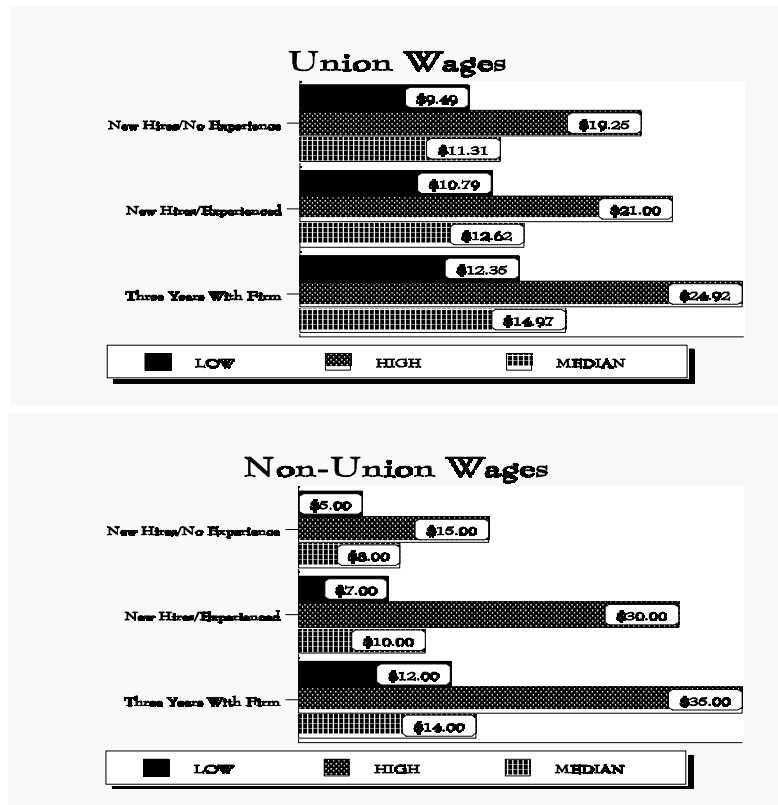
Source: EDD Projections of Employment 1992-1998

### WHERE THE JOBS ARE

- < Air Transportation, Scheduled
- < Apartment Building Operators
- < Elementary and Secondary Schools
- < Local Government
- < Real Estate Agents and Managers

## MAINTENANCE REPAIRERS - GENERAL UTILITY (cont.)

### HOURLY WAGES (Winter 1995/96)



### FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

#### BENEFITS

	<u>FT</u>	<u>PT</u>
Paid Vacation:	100%	0%
Paid Sick Leave:	92%	0%
Retirement Plans:	69%	0%
Medical Insurance:	100%	0%
Dental Insurance:	92%	0%
Vision Insurance:	62%	0%
Life Insurance:	77%	0%
Child Care:	8%	0%

### ADDITIONAL INFORMATION

- < **EDD California Occupational Guide:** *Not available*
- < **# Of Firms Responding:** 15
- < **Unionization:** *High*
- < **Career Ladder:** *Employers indicated promoting workers to higher level positions such as Supervisor or Operations Manager.*

### WORK PATTERNS

- < **Most** employees are full-time and work **40 hours** a week.

Below are percentages of employees that worked a certain shift:

- < Day (92%); Swing (7%); Graveyard (1%)

### HIRING PRACTICES

Percentages only represent responses from surveyed employers.

Recruit via newspaper ads:	73%
Employees' referrals:	67%
In-house promotion or transfer:	53%
Union hall referrals:	27%
Employment Development Department:	20%
Private employment agencies:	13%
Public school or program referrals:	13%

## OFFICE MACHINE AND CASH REGISTER SERVICERS [OES 859260]

Office Machine and Cash Register Servicers repair and service cash registers and office machines, such as adding, accounting, calculating, duplicating, and typewriting. They may repair manual, electrical and electronic office machines. Does not include workers who primarily repair word processing or other computerized systems.

### OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

#### Technical Skills:

- < Knowledge of electronic technology
- < Possession of a valid driver's license
- < Ability to operate circuit test equipment
- < Ability to use precision tools

#### Personal or Other Skills:

- < Possession of mechanical aptitude
- < Customer service skills
- < Willingness to work with close supervision
- < Ability to work independently
- < Possession of a good DMV driving record
- < Possession of a reliable vehicle
- < Possession of auto insurance

#### Basic Skills:

- < Oral communication skills
- < Ability to write legibly
- < Basic math skills
- < Ability to read and follow instructions

### TRAINING, EDUCATION & EXPERIENCE

**Most** employers indicated that recent hires have a high school diploma or equivalent. **Some** employers indicated that recent hires have an Associate's degree. **Some** employers **sometimes** required related work experience, and **some** employers **usually** required related work experience, while **some** employers **always** required it. **Some** employers **usually** accepted training as a substitute for work experience while **some** employers **never** accepted it. **Most** employers required 12-36 months of experience as a Service Technician.

### SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- < **Inexperienced:** A little difficult
- < **Experienced:** Somewhat difficult

### EMPLOYMENT STATISTICS & TRENDS

- < **Occupation Size:** Small (220)
- < **Projected New Jobs:** 0
- < **Openings Due To Separations:** 30
- < **Occupational Growth:** Stable (0.0%)

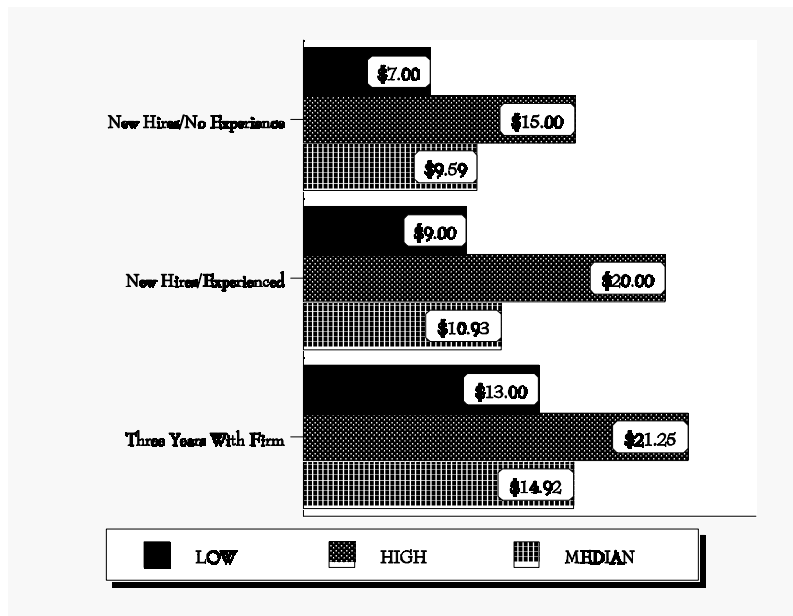
Source: EDD Projections of Employment 1992-1998

### WHERE THE JOBS ARE

- < Office Equipment
- < Electrical Repair Shops

## OFFICE MACHINE AND CASH REGISTER SERVICERS (cont.)

### HOURLY WAGES (Winter 1995/96)



### WORK PATTERNS

< **Most** employees are full-time and work **40 hours** a week.

### HIRING PRACTICES

Percentages only represent responses from surveyed employers.

Employees' referrals:	56%
Hire unsolicited applicants:	56%
Private school referrals:	44%
Recruit via newspaper ads:	44%
Public school or program referrals:	33%
Employment Development Department:	22%
Private employment agencies:	11%
In-house promotion or transfer:	11%

### FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

#### BENEFITS

	<u>FT</u>	<u>PT</u>
Paid Vacation:	78%	0%
Paid Sick Leave:	89%	0%
Retirement Plans:	67%	0%
Medical Insurance:	100%	0%
Dental Insurance:	22%	0%
Vision Insurance:	22%	0%
Life Insurance:	11%	0%
Child Care:	11%	0%

### ADDITIONAL INFORMATION

- < **EDD California Occupational Guide:** #405
- < **# Of Firms Responding:** 9
- < **Career Ladder:** Advancement opportunities are often limited to increased responsibility and increases in salary. However, Office-Machine Servicers can sometimes become managers of service departments. They can also often transfer into the company's sales division. With experience, servicers may go into business for themselves or they may be invited into partnership with their employers. These servicers must have good communication skills and the ability to present themselves in a professional manner. They should possess sales ability and a knowledge of business practices and techniques. They will need enough capital to open a shop and purchase repair equipment, merchandise, and parts.



## PLASTERERS AND STUCCO MASONS [OES 873170]

Plastering and Stucco Masons apply coats of plaster onto interior or exterior walls, ceilings, and partitions of buildings to produce finished surfaces according to blueprints, architect's drawings, or oral instructions.

### OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

#### Technical Skills:

- < Ability to use plaster and stucco materials
- < Basic construction skills

#### Physical Abilities:

- < Ability to work in awkward positions
- < Ability to stand continuously for 2 or more hours
- < Ability to lift at least 50 lbs. repeatedly

#### Personal or Other Skills:

- < Ability to provide own hand tools
- < Willingness to work with close supervision
- < Ability to work independently

#### Basic Skills:

- < Oral communication skills
- < Ability to read and follow instructions

### TRAINING, EDUCATION & EXPERIENCE

**Most** employers indicated that recent hires have a high school diploma or equivalent. **Some** employers indicated that recent hires have some college but no degree. **Most** employers **usually** required related work experience, but **many** employers **sometimes** or **always** accepted training as a substitute for work experience. **Many** employers required 12-18 months of experience as a Plasterer or Sculpter.

### SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- < **Inexperienced:** Somewhat difficult
- < **Experienced:** Somewhat difficult

### EMPLOYMENT STATISTICS & TRENDS

- < **Occupation Size:** Small (60)
- < **Projected New Jobs:** 0
- < **Openings Due To Separations:** 10
- < **Occupational Growth:** Stable (0.0%)

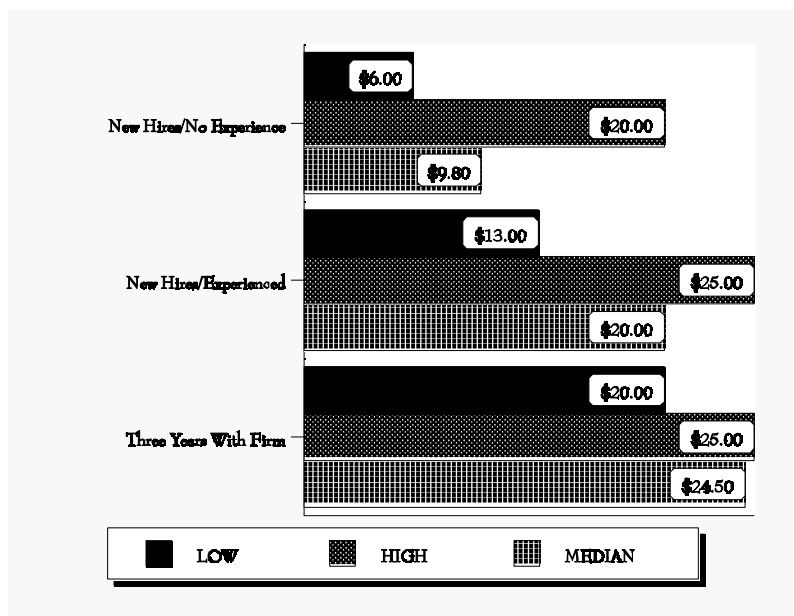
Source: EDD Projections of Employment 1992-1998

### WHERE THE JOBS ARE

- < Plastering, Drywall and Insulation
- < Operative Builders

## PLASTERERS AND STUCCO MASONS (cont.)

### HOURLY WAGES (Winter 1995/96)



### WORK PATTERNS

< **Most** employees are full-time and work **40 hours** a week.

Survey results found that the majority of the Plasterers and Stucco Masons in San Mateo County were Self-Employed or small Independent Contractors.

### HIRING PRACTICES

Percentages only represent responses from surveyed employers.

Employees' referrals:	80%
Union hall referrals:	60%
Contractor references:	20%

### FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

#### BENEFITS

	<u>FT</u>	<u>PT</u>
Paid Vacation:	100%	0%
Paid Sick Leave:	25%	0%
Retirement Plans:	50%	0%
Medical Insurance:	75%	0%
Dental Insurance:	75%	0%
Vision Insurance:	75%	0%
Life Insurance:	50%	0%
Child Care:	0%	0%

### ADDITIONAL INFORMATION

- < **EDD California Occupational Guide:** #249
- < **# Of Firms Responding:** 5
- < **Unionization:** High
- < **Career Ladder:** Qualified journey workers may be promoted from journey-level to Crew Leader if they have thoroughly mastered the skills of plastering and have the ability for supervision. Plasterers who work for large plastering contractors may have opportunities to advance from Crew Leaders to Estimator, or to Superintendent. Persons with business skills can become plastering contractors. All contractors are licensed by the Contractors State Licensing Board. Licensing candidates need four years of journey-level experience to take the written exam, which covers the Plasterer's trade and business operation knowledge.

## RECEPTIONISTS AND INFORMATION CLERKS [OES 553050]

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards.

### OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

#### Technical Skills:

- < *Alphabetic and numeric filing skills*
- < *Ability to operate a multi-line command phone center*
- < *Ability to use word processing software*
- < *Telephone answering skills*
- < *Ability to write effectively*
- < *Ability to type at least 45 wpm*

#### Personal or Other Skills:

- < *Public contact skills*
- < *Customer service skills*
- < *Willingness to work with close supervision*
- < *Ability to work independently*
- < *Ability to work under pressure*

#### Basic Skills:

- < *Oral communication skills*
- < *Ability to read and follow instructions*
- < *Ability to write legibly*
- < *Basic math skills*

### TRAINING, EDUCATION & EXPERIENCE

**Most** employers indicated that recent hires have a high school diploma or equivalent. **Some** employers indicated that recent hires have some college but no degree. **Most** employers **sometimes** required related work experience, but **sometimes** accepted training as a substitute for work experience. **Many** employers required 6-24 months of experience as a Receptionist or other clerical position.

### SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- < **Inexperienced:** *Not difficult*
- < **Experienced:** *A little difficult*

### EMPLOYMENT STATISTICS & TRENDS

- < **Occupation Size:** *Very Large (3,080)*
- < **Projected New Jobs:** *330*
- < **Openings Due To Separations:** *310*
- < **Occupational Growth:** *Much faster than average (10.7%)*

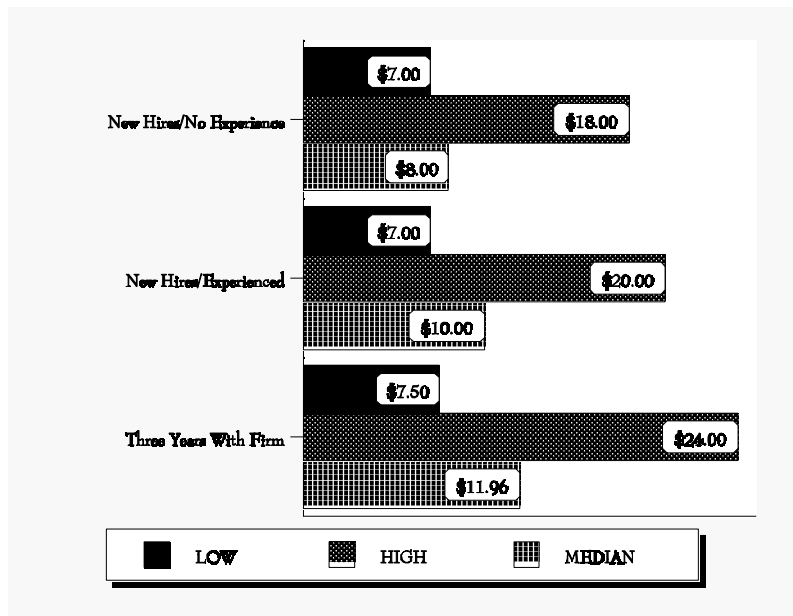
Source: EDD Projections of Employment 1992-1998

### WHERE THE JOBS ARE

- < *Offices and Clinics of Medical Doctors*
- < *Offices and Clinics of Dentists*
- < *Help Supply Services*

## RECEPTIONISTS AND INFORMATION CLERKS (cont.)

### HOURLY WAGES (Winter 1995/96)



### W O R K P A T T E R N S

- < **Some** employees are full-time and work **38-40 hours** a week.
- < **Some** employees are part-time and work **20-30 hours** a week.
- < **Most** employees are temporary/on-call and work **10-40 hours** a week.

### H I R I N G P R A C T I C E S

Percentages only represent responses from surveyed employers.

Employees' referrals:	67%
Recruit via newspaper ads:	67%
In-house promotion or transfer:	40%
Private employment agencies:	13%
Hire unsolicited applicants:	13%
Employment Development Department:	13%

### FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

<u>BENEFITS</u>	<u>FT</u>	<u>PT</u>
Paid Vacation:	100%	7%
Paid Sick Leave:	79%	7%
Retirement Plans:	64%	0%
Medical Insurance:	100%	7%
Dental Insurance:	93%	7%
Vision Insurance:	79%	7%
Life Insurance:	71%	0%
Child Care:	21%	7%

### A D D I T I O N A L I N F O R M A T I O N

- < **EDD California Occupational Guide: #21**
- < **# Of Firms Responding: 15**
- < **Unionization: Low**
- < **Career Ladder:** Promotional opportunities for Receptionists are often limited. With additional training and job experience they can advance to Typist, Secretary, or Administrative Assistant. Receptionists in dental or medical facilities sometimes learn the duties of Dental or Doctor's Assistant and move into these positions.

## TAPERS [OES 871110]

*Tapers seal joints between plasterboard or other wallboards to prepare wall surface for painting or papering.*

### OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

#### Technical Skills:

- < *Surface preparation skills*
- < *Possession of a valid driver's license*
- < *Ability to use and read a tape measure*
- < *Drywall installation and repair skills*
- < *Ability to write effectively*

#### Physical Abilities:

- < *Ability to climb to high places*
- < *Ability to lift at least 50 lbs. repeatedly*

#### Personal or Other Skills:

- < *Ability to provide own hand tools*
- < *Willingness to work with close supervision*
- < *Ability to work independently*

#### Basic Skills:

- < *Oral communication skills*
- < *Ability to read and follow instructions*

### TRAINING, EDUCATION & EXPERIENCE

**Most** employers indicated that recent hires have a high school diploma or equivalent. **Some** employers indicated that recent hires have some college but no degree. **Many** employers **usually** or **always** required related work experience, but **most** employers **sometimes** accepted training as a substitute for work experience. **Many** employers required 12-48 months of experience as a Taper.

### SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- < **Inexperienced:** *A little difficult*
- < **Experienced:** *Somewhat difficult*

### EMPLOYMENT STATISTICS & TRENDS

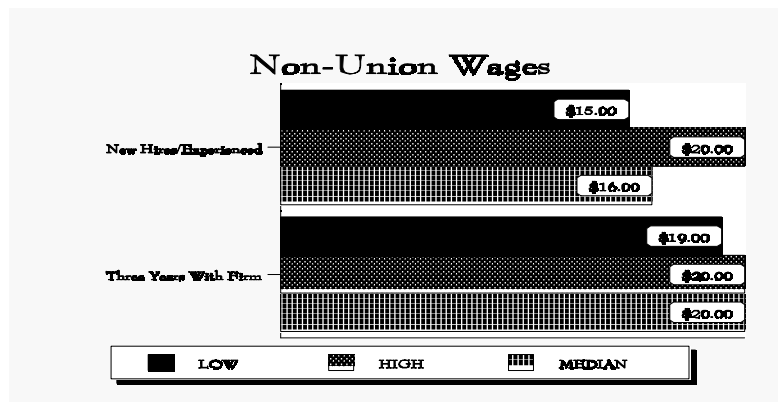
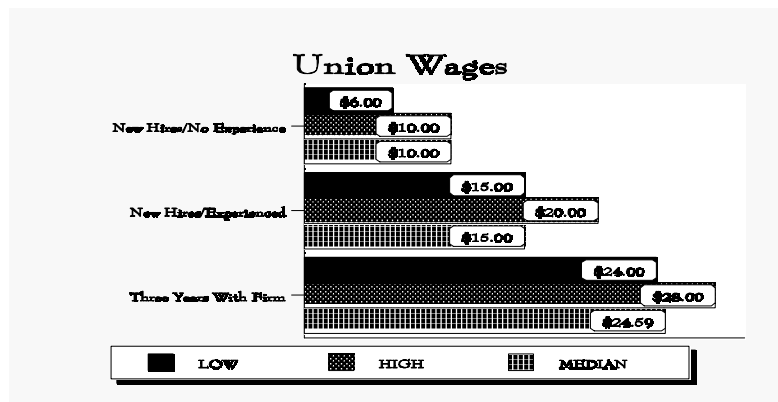
- < **Occupation Size:** *Small (50)*
- < **Projected New Jobs:** *0*
- < **Openings Due To Separations:** *0*
- < **Occupational Growth:** *Stable (0.0%)*

Source: EDD Projections of Employment 1992-1998

### WHERE THE JOBS ARE

- < *Plastering, Drywall and Insulation*

## HOURLY WAGES (Winter 1995/96)



The wage data for the New Hires/No Experience is not available which means that the Non-Union employers that were surveyed indicated not hiring clients with no experience.

## W O R K P A T T E R N S

< **Most** employees are full-time and work **37-40 hours** a week.

Survey results found that the majority of the Tapers in San Mateo County were Self-Employed or small Independent Contractors.

## H I R I N G P R A C T I C E S

Percentages only represent responses from surveyed employers.

Employees' referrals:	71%
Union hall referrals:	43%
In-house promotion or transfer:	14%
Employment Development Department:	14%

## FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

### BENEFITS

	FT	PT
Paid Vacation:	100%	0%
Paid Sick Leave:	67%	0%
Retirement Plans:	67%	0%
Medical Insurance:	100%	0%
Dental Insurance:	100%	0%
Vision Insurance:	100%	0%
Life Insurance:	33%	0%
Child Care:	0%	0%

## A D D I T I O N A L I N F O R M A T I O N

- < **EDD California Occupational Guide:** *Not available*
- < **# Of Firms Responding:** 7
- < **Unionization:** *High*
- < **Career Ladder:** *Employers indicated promoting workers to Job Site Foreman.*

## TEACHERS - ELEMENTARY SCHOOL [OES 313050]

*Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Does not include special education teachers who teach only handicapped pupils.*

### OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

#### Technical Skills:

- < *Audio visual teaching skills*
- < *Classroom management skills*
- < *Record keeping skills*
- < *Ability to administer emergency first aid*
- < *Possession of a state teacher's certificate*
- < *Ability to write effectively*
- < *Problem solving skills*
- < *Word Processing skills*

#### Personal or Other Skills:

- < *Ability to work independently*
- < *Willingness to work with close supervision*
- < *Ability to work under pressure*
- < *Ability to exercise patience*
- < *Possession of a clean police record*
- < *Understanding of a variety of cultures*

#### Basic Skills:

- < *Ability to read and follow instructions*

### TRAINING, EDUCATION & EXPERIENCE

**Many** employers indicated that recent hires have a Bachelor's degree and **many** employers also indicated that recent hires have done graduate study. **Many** employers **sometimes** required related work experience, but **sometimes** accepted training as a substitute for work experience. **Most** employers required 12-14 months of experience as a Teacher and a California Teaching Credential.

### SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- < **Inexperienced:** *A little difficult*
- < **Experienced:** *A little difficult*

### EMPLOYMENT STATISTICS & TRENDS

- < **Occupation Size:** *Very Large (3,910)*
- < **Projected New Jobs:** *330*
- < **Openings Due To Separations:** *400*
- < **Occupational Growth:** *Faster than average (8.4%)*

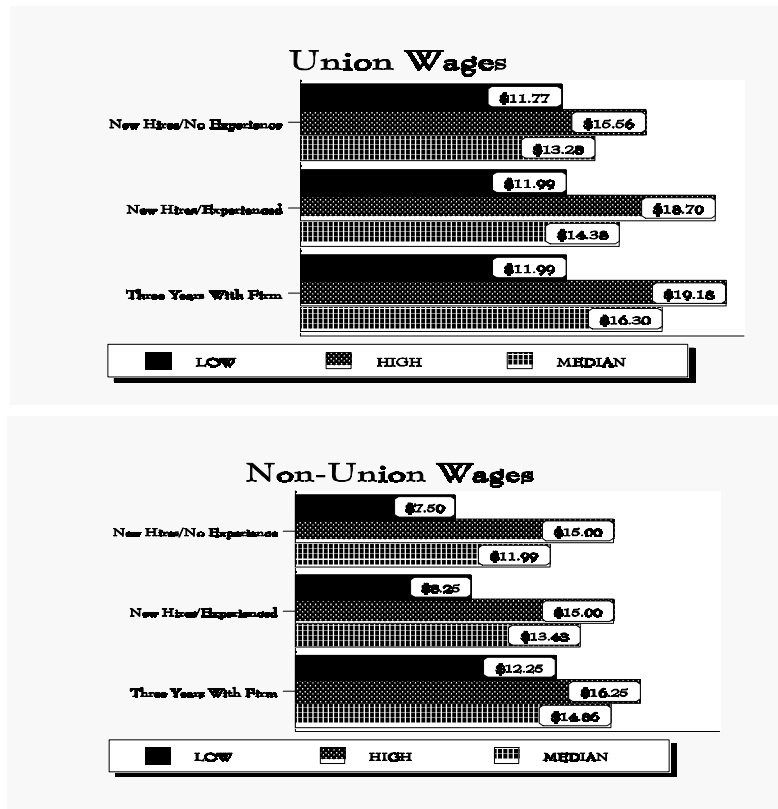
Source: EDD Projections of Employment 1992-1998

### WHERE THE JOBS ARE

- < *Elementary and Secondary Schools*

## TEACHERS - ELEMENTARY SCHOOL (cont.)

### HOURLY WAGES (Winter 1995/96)



### FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

#### BENEFITS

	<u>FT</u>	<u>PT</u>
Paid Vacation:	28%	6%
Paid Sick Leave:	94%	6%
Retirement Plans:	72%	44%
Medical Insurance:	100%	44%
Dental Insurance:	89%	50%
Vision Insurance:	33%	22%
Life Insurance:	50%	28%
Child Care:	6%	0%

### ADDITIONAL INFORMATION

- < **EDD California Occupational Guide: #10**
- < **# Of Firms Responding: 18**
- < **Unionization: High**
- < **Career Ladder:** Promotion for most teachers consists of regular salary increases. Administrative positions require teaching experience, advanced study, and additional credentials.

### WORK PATTERNS

- < **Most** employees are full-time and work **32-40 hours** a week.

### HIRING PRACTICES

Percentages only represent responses from surveyed employers.

Recruit via newspaper ads:	89%
Public school or program referrals:	50%
Employees' referrals:	39%
Hire unsolicited applicants:	39%
In-house promotion or transfer:	28%
Private school referrals:	22%
Colleges:	17%
Employment Development Department:	11%



## TRUCK DRIVERS, LIGHT - INCLUDE DELIVERY AND ROUTE WORKERS [OES 971050]

*Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales.*

### OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

#### Technical Skills:

- < Knowledge of local streets
- < Possession of a valid class B driver's license
- < Map reading skills
- < Ability to read invoices
- < Record keeping skills
- < Ability to load and unload freight

#### Physical Abilities:

- < Ability to pass a pre-employment medical examination
- < Ability to lift at least 75 lbs. repeatedly

#### Personal or Other Skills:

- < Possession of a good DMV driving record
- < Ability to work independently

#### Basic Skills:

- < Oral communication skills
- < Ability to write legibly
- < Ability to read and follow instructions
- < Basic math skills

### TRAINING, EDUCATION & EXPERIENCE

**Most** employers indicated that recent hires have a high school diploma or equivalent. **Most** employers **usually** required related work experience, but **sometimes** accepted training as a substitute for work experience. **Some** employers required 12-24 months of experience as a Truck Driver.

### SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- < **Inexperienced:** A little difficult
- < **Experienced:** A little difficult

### EMPLOYMENT STATISTICS & TRENDS

- < **Occupation Size:** Very Large (3,450)
- < **Projected New Jobs:** 290
- < **Openings Due To Separations:** 40
- < **Occupational Growth:** Faster than average (8.4%)

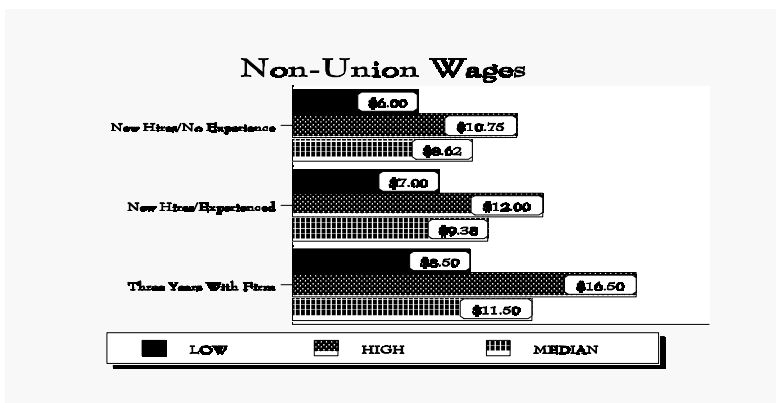
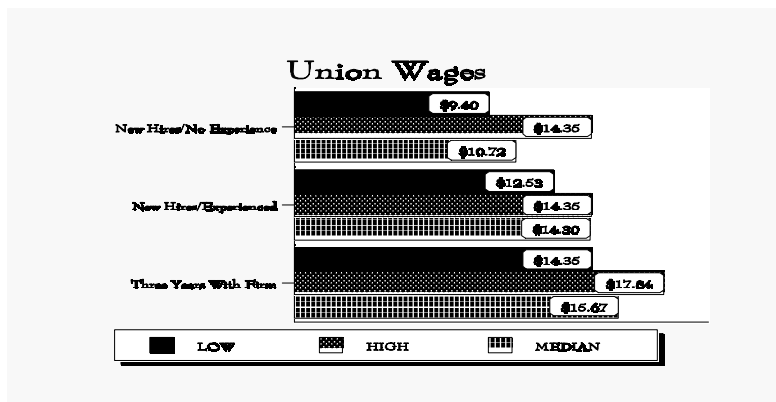
Source: EDD Projections of Employment 1992-1998

### WHERE THE JOBS ARE

- < Air Courier Services
- < Trucking, Except Local
- < Eating Places
- < Courier Services Except by Air

## TRUCK DRIVERS, LIGHT INCLUDE - DELIVERY AND ROUTE WORKERS (cont.)

### HOURLY WAGES (Winter 1995/96)



### FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

#### BENEFITS

	<u>FT</u>	<u>PT</u>
Paid Vacation:	83%	0%
Paid Sick Leave:	83%	0%
Retirement Plans:	25%	0%
Medical Insurance:	92%	0%
Dental Insurance:	58%	0%
Vision Insurance:	42%	0%
Life Insurance:	25%	0%
Child Care:	8%	0%

### ADDITIONAL INFORMATION

- < **EDD California Occupational Guide:** *Not available*
- < **# Of Firms Responding:** 15
- < **Unionization:** *Low*
- < **Career Ladder:** *Employers indicated promoting workers to higher level positions such as Dispatcher, Salesperson or Manager.*

### WORK PATTERNS

- < **Many** employees are full-time and work **40 hours** a week.
- < **Most** employees are temporary/on-call and work **8-40 hours** a week.

Below are percentages of employees that worked a certain shift:

- < Day (64%); Swing (3%); Graveyard (33%)

### HIRING PRACTICES

Percentages only represent responses from surveyed employers.

Employees' referrals:	67%
Recruit via newspaper ads:	40%
Union hall referrals:	20%
Employment Development Department:	13%